

Subject: <b>Board Policy</b>	Policy Number: <b>2.00</b>	No. Of Pages: <b>5</b>
Section: <b>Tuition Assistance Program</b>	Cancels and Supersedes Policy: <b>N/A</b>	No. of Attachments: <b><u>1</u></b>
Applies To: <b>All</b>	Functional Area: <b>Tuition Assistance</b>	Effective Date: <b>October 20, 2008</b>

**Article I**  
**POLICY**

The Board of Directors of Social Security Administration (“SSA”) Headquarters Child Development Centers, Inc. established a Tuition Assistance Program to make quality child care service affordable for all applicants by providing financial assistance to currently enrolled families with a documented need.

**Article II**  
**ELIGIBILITY**

Financial need will be determined on the basis of the family’s size (minor and adult dependents) and family adjusted gross income (AGI). The family’s AGI of both parents, if the child lives with both parents (or parents have joint custody); the AGI of the single parent or guardian having legal custody of the child; as well as funds received from other sources for the support of the child will be considered.

**Article III**  
**AVAILABILITY OF FUNDS**

Funds for this Program are obtained through the fundraising activities of the Board of Directors.

**Article IV**  
**TERMS OF ASSISTANCE**

- A. The Program is for a period of one year. Applicants will need to apply every twelve months. The period will begin on September 1st of every year, except for the first year which begins on January 1, 2009, and ends on August 31, 2009. The deadline for filing an application for tuition assistance will be June 1st of each year, unless changed by the Committee for administrative reasons.
- B. All Program awards will be in the form of tuition reduction. The recipient will receive tuition reduction during the first full week of each month. The Board will pay these funds directly to the current Provider.

- C. Application enrollment fees, late pickup charges, and other miscellaneous fees are not included in this Program.
- D. Applications will also be considered at times other than the June 1st review on a case-by-case basis. Tuition assistance granted for these applications will be granted only until August 31st (the end of the current school year).

#### Article V

#### **APPLICATION PROCEDURES**

- A. An applicant for tuition assistance must submit the following information:
  - 1. A completed application, signed by parent/parents (signatures certify that all information is **complete, correct and true**);
  - 2. Pay statements for the last two pay periods from each person contributing to the household and / or child;
  - 3. A copy of the federal and state income tax returns filed for the most recent year for anyone contributing to the support of the child and household;
  - 4. Documents granting tuition assistance for the child from other sources, i.e., parent's employer, state vouchers, etc., and,
  - 5. Any other supporting documentation needed for income verification.
- B. The completed application, along with **all** supporting documentation, should be forwarded to:

Tuition Assistance Committee  
SSA Headquarters Child Development Centers, Inc.  
6401 Security Boulevard,  
1600A Annex Building,  
Baltimore, Maryland 21235

- C. The deadline for submitting applications will be June 1st (or a date determined by the Committee) of each year for the school year beginning September 1<sup>st</sup> of same year.

#### Article VI

#### **REVIEW PROCEDURES**

- A. The Tuition Assistance Committee is appointed by the Board President to consider applications and distribute funds that are allocated. The Committee shall include the

- Treasurer, who will serve as chairperson, the Assistant Treasurer and three Board members.
- B. The Committee will meet as quickly as possible after receipt of the applications in order to have a decision prior to commencement of the new school year (September 1<sup>st</sup>).
  - C. All information provided by the applicant will be kept strictly confidential, unless otherwise required by law.
  - D. In the event that the need-based scholarship funds are lower than projected, it may be necessary to adjust downward some or all awards. If this occurs, the Committee Chairperson will notify the recipients affected as soon as possible.
  - E. The Committee may request that the applicant supply additional information. Such requests will be handled through the Committee.
  - F. Rejected applicants may request an explanation from the Committee, and may submit one request for reconsideration by the Committee of the decision upon the filing of additional relevant information.
  - G. Rejected applicants may reapply for tuition assistance at the next application deadline (June 1st) or at the point a significant change in family circumstances occurs.
  - H. The applicant will be required to report any change of financial situation, marital status, etc. to the Committee Chairperson within 30 days of that change(s).

## **Article VII**

### **EVALUATION CRITERIA**

It is important that the Tuition Assistance Committee recognize that some of the decisions to grant tuition assistance are subjective. It is not always a simple, clear-cut decision. For instance, the Committee will take into consideration any and all unusual circumstances brought to its attention prior to making a final decision.

- A. Evaluation and review criteria shall include, but may not be limited to:
  - 1. Family adjusted gross income,
  - 2. Family size (minor and adult dependents);
  - 3. Amount of money available to the Board;
  - 4. Total number of applicants; and
  - 5. Relative need among applicants.
- B. To be fair and consider individual circumstances, AGI may be adjusted to include additional income/support. Points will be assigned to the AGI and used to rank applications in numerical order.

**Income Ranking Chart**

Minimum Income	Maximum Income	Points
0	\$30,000	9 points
30,001	35,000	8 points
35,001	40,000	7 points
40,001	45,000	6 points
45,001	50,000	5 points
50,001	55,000	4 points
55,001	60,000	3 points
60,001	65,000	2 points
65,001	70,000	1 point
70,001	and over	0 points

In addition, points will also be awarded as follows:

- 1 point for each dependent
- 1 point for each additional child under the age of 9

- C. Tuition assistance will be awarded on an individual basis based on need and availability of the finances of the Board using the point system adopted by the Tuition Assistance Committee. The maximum amount of tuition assistance shall not exceed the weekly infant federal rate per child per month.

The Tuition Assistance Committee will determine the percentage to use to determine the amount of tuition assistance awarded based on the following formula:

Maximum amount x percentage = \$ award (not to exceed the current infant federal rate).

**Article VIII**

**REDUCTION OR TERMINATION OF TUITION ASSISTANCE**

Tuition Assistance may be reduced or terminated at any time for any of the following reasons:

- A. Projected funds for the program do not materialize;

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- B. Withdrawal or dismissal of the child from the Center for any reasons;
- C. Change in family circumstances;
- D. False or inaccurate information submitted on the application.

Falsification of or inaccuracies in the information submitted will result in repayment of tuition assistance for the period in question, termination from the program, and denial of future assistance.

**Article IX**

**ORIGINATION DATE**

August 15, 2008

**Article X**

**REVISION DATES**

None

**Article XI**


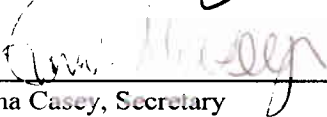
**ATTACHMENTS**

Application

**Article XII**

**CONTACT**

Board Treasurer

	October 20, 2008
Candace Lawrence, President	Authorization Date:
	October 20, 2008
Zina Casey, Secretary	Issue Date: