



Child Care Scholarship Recipient Responsibilities

As a recipient of a child care scholarship, I understand that I am responsible for taking the following actions and have ten (10) business days to locate a child care facility:

Report Changes

1. I must report changes to Duplin County Partnership for Children (DCPC) **within five (5) workdays** of when changes occur such as:

- Change of address and telephone number.
- Marriage, remarriage, separation, or divorce.
- Change in members of my household.
- Child receiving child care services moves out of the home.
- Change of job or work shift, or increase/decrease in the number of hours or days employed.
- Increase or decrease in income from job, child support, or other sources.
- Loss of current employment.
- Increase or decrease in hours of school or employment training or change in class schedule.
- Change in the number of hours child care is needed.
- Withdrawal from college/university courses.
- Other changes that may affect my eligibility for services.

Report Absences

2. I must call DCPC when my child(ren) is/are absent from the child care arrangement more than five (5) days during a month. The Child Care Scholarship may be terminated if the child is absent for more than five (5) days during the month. In the event of absences exceeding the five (5) days, documentation of cause for the absences must be presented to the DCPC Child Care Coordinator within five (5) days of the child's return to the child care facility. If my child will no longer be enrolled at the center or home I must provide 2 weeks notice to both DCPC and the child care provider.

Pay Fees

3. I must pay the parent fees determined by DCPC to my child's provider. Failure to pay these fees regularly and on time can result in termination of child care services. I understand that I may not be eligible for child care services until the parent fees are paid. Also, I should request a receipt from the child care provider each time I pay my child care fees.

Maintain Contact

4. I must respond to all contact from DCPC regarding my continued eligibility within the requested time frame. I understand that failure to respond may result in the termination of child care services. If my child care services are terminated and I continue to need help paying for child care, I must request that my name be added to the child care waiting list if one exists and/or reapply for services through the Duplin County Department of Social Services.

Provide Permission to Verify Information

5. I must provide the required information to DCPC so that eligibility for a child care scholarship can be determined. If written information is not available, signing this form gives permission to DCPC to verify income/child support by telephone or through other methods available.

Education Requirements (if applicable)

1. Traditional and online classes are both acceptable. Other classes may be considered if approved by the Child Care Scholarship Coordinator.
2. There must be a need for a family to receive a Child Care Scholarship. For example, If a parent is enrolled in night courses and the other parent is able to provide care the child(ren) during this time, DCPC would not provide a Child Care Scholarship.
3. I must sign a Release of Information form so that DCPC can contact the college or university to monitor attendance and progress if necessary.
4. A copy of the class schedule must be submitted before classes begin each semester.
5. If approved for a Child Care Scholarship a Child Care Voucher can be issued according to the number of credit hours as follows:
 - 10+ credit hours = 100%
 - 6-9 credit hours = 75%
 - 1-5 credit hours = 50%

If I am attending High School/Adult High School/GED/ABE program, I must attend classes regularly to receive a full-time Child Care Voucher and prove successful progress, determined by the instructor.

6. During any semester, should I drop below the number of hours required for child care, I will contact DCPC within 5 days of the official drop date. Failure to do so may result in the termination of the child care service.

If I withdraw from all my college/university courses and do not notify DCPC within 5 business days, my Child Care Scholarship may be suspended for one semester. I understand that my application will be reconsidered after the suspended semester for a Child Care Scholarship, if there is a documented need.

7. I will provide the DCPC Child Care Scholarship Coordinator with a copy of my final grade report within 10 days after the end of the semester.

If I am enrolled in High School/Adult High School/GED/ABE program, a letter and/or schedule from the college or instructor indicating the intended schedule may be required in order to monitor attendance if necessary.

8. I must maintain a minimum of a 2.0 term GPA. If my term GPA falls below 2.0, I will be placed on probation for one (1) semester. After the probation semester, if I do not increase to a minimum of 2.0 term GPA my Child Care Voucher will be suspended for one (1) semester. My application may be reconsidered after the suspended semester for a Child Care Scholarship if there is a documented need.