



PARENT/GUARDIAN INFORMATION FORM REGARDING FINANCIAL ASSISTANCE

Welcome to the exciting new path you have chosen for your child. We are anticipating many great things along the way, and know that we all are on the journey together!

As you may know the cost of the program is \$60/per child for three days and \$90/per child for the full week, per week, which is a huge deal if you have ever priced out the cost of a music education of this level. This cost consists of a nutritional snack, recreational time, individualized and/or group homework support, and a music education that will eventually lead to private and group lessons of an orchestral instrument. Each section of these programs will be taught by an educated and experienced teachers that will be supported by individuals educated and trained in an area to help enrich your child's participation in this program.

This is a wonderful opportunity to not only allow your child a safe haven but be allowed to participate in a program to better the whole child and their family. Of course we understand that sometimes families need help and so we have provided this informational sheet to take advantage of the programs and tax credits they are eligible for. We ask you to start at Step 1, and proceed through the steps of the financial process. We also would like your help as we are looking into the reimbursement through the Child and Adult Care Food Program (CACFP) and would appreciate your help to fill our the Income Eligibility Forms.

1. **CHILD TAX CREDIT through the Federal Government while filing your IRS taxes**

The Child Tax Credit is an important tax credit for working families. If you believe that you are eligible for this program please contact your CPA or tax accountant for more information. We will provide you with the proper paperwork you will need upon request.

Here is some information regarding the state tax credits:

Dependent Care Tax Credit

The Maine dependent care state tax credit is equal to 25% of the federal credit for child and dependent care expenses. The credit doubles if the expenses are related to a quality child care provider. This credit is also refundable up to \$500.

The Maine legislature passed a law that expands the income tax credit for child care expenses. A Maine taxpayer who enrolls a child in a child care center or home with a Quality Certificate is eligible for a double child care tax credit on their state income tax return. An individual is allowed a credit against the tax otherwise due in the amount of 25% of the federal tax credit allowable for child and dependent care. In the new law, this credit doubles in amount if the child care expenses were incurred through the use of programs with Quality Certificates. The credit may result in a refund of up to \$500.

To qualify for the double tax credit, the number from the child care provider's Quality Certificate will need to be entered on a Maine State Income Tax Return. This is **not** the number on a child care license, but the 3 digit number on a Quality Certificate.

Quality Certificates

The Maine legislature passed a law that expands the income tax credit for child care expenses. A Maine taxpayer who enrolls a child in a child care center or home with a Quality Certificate is eligible for a double child care tax credit on their state income tax return. Currently an individual is allowed a credit against the tax otherwise due in the amount of 25% of the federal tax credit allowable for child and dependent care. In the new law, this credit doubles in amount if the child care expenses were incurred through the use of quality child care. The credit may result in a refund of up to \$500.

Snow Pond Arts After School Program is currently working towards a Quality Certificate to make our program eligible for the double tax credit on the state income tax return.

Earned Income Tax Credit

While the Earned Income Tax Credit is not directly related to child care, it is a way that low-income parents can receive money to pay for child care or other expenses.

This is a refundable Federal tax credit for eligible families who work and have earned income under \$32,121 (for a taxpayer with more than one child and meets all other qualifying requirements). The EITC reduces the amount of tax owed and it may result in a refund.

Taxpayers can get more information about the Earned Income Tax Credit from the Internal Revenue Service at 1-800-829-1040.

Publication 596 describes the EITC and is available at your local IRS office or on-line at www.irs.gov

<https://www.irs.gov/uac/ten-facts-about-the-child-tax-credit>

2. **Maine's Child Care Subsidy Program**

The Child Care Subsidy Program helps eligible families to pay for childcare so they can work, go to school or participate in a job training program. Eligible families must meet the [income guidelines](#):

<http://www.maine.gov/dhhs/ocfs/ec/occhs/IncomeEligibility2017.pdf>

And at least one of the following activities: work, school, or job training program. You can apply for Child Care Subsidy in one of the following ways:

- At local DHHS office (Office of Family Independence-OFI)
- Online at www.maine.gov/MyMaineConnection
- Once you are determined to be **financially eligible**, you can proceed to step 2 which is:
- Complete the Child Care Subsidy Program Application (you can get this from OFI or OCFS) and return it to the Office of Child and Family Services (OCFS):
 - Fax: 207-287-6308
 - Email: CCSP.DHHS@maine.gov
 - Mail: 2 Anthony Avenue SHS#11 Augusta, ME 04333-0011
- Once you are determined to be **program eligible**, and the provider you choose is approved, payments will be made directly to your provider on your behalf.

You will have a co-payment that you will need to pay to your provider (Snow Pond Arts After School Program) and the Child Care Subsidy Program will pay the rest to your provider. The co-pay is also based on income. You can find more information and find how to apply at the link below.

<http://www.maine.gov/dhhs/ocfs/ec/occhs/step.htm>

MAINE INCOME ELIGIBILITY REQUIREMENTS

CLIENT INCOME ELIGIBILITY CRITERIA

Individuals eligible for child care subsidy from the Department of Health and Human Services must comply with income eligibility criteria below.

Funds	State Funds (SPSS) Fund for a Healthy Maine (FHM) Child Care Development Funds (CCDF), Temporary Assistance to Needy Families (TANF) Social Services Block Grant (SSBG)
Income Eligibility	All families must meet income guidelines of gross family income at or below 85% of the State Median Income.
Fee Assessment	Fees are assessed to all families.

MAXIMUM INCOME GUIDELINES – CHILD CARE SERVICES

85% of the SMI for State Funds (SPSS), Fund for a Healthy Maine (FHM) Child Care Development Funds (CCDF), Temporary Assistance to Needy Families (TANF), Social Services Block Grant (SSBG)

Effective May 1, 2017 until further notice

FAMILY SIZE	ANNUAL INCOME	MONTHLY INCOME (ANNUAL/12)	WEEKLY INCOME (ANNUAL/52)
1	34,807.06	2,900.59	669.37
2	45,516.92	3,793.08	875.33
3	56,226.79	4,685.57	1,081.28
4	66,936.65	5,578.05	1,287.24
5	77,646.51	6,470.54	1,493.20
6	88,356.38	7,363.03	1,699.16
7	90,364.48	7,530.37	1,737.78
8	92,372.58	7,697.71	1,776.40
9	94,380.68	7,865.06	1,815.01
10	96,388.78	8,032.40	1,853.63

For families with more than one child in care, the youngest child is always considered the first child enrolled. The total amount of assessed fees to a family shall not exceed 10% of the family's gross income for all of their children.

Weekly fee assessments must be rounded down to the nearest dollar. All assessed parent fees shall be paid directly to the caregiver by the parent.

SMI DATA: <https://www.acf.hhs.gov/ocs/resource/liheap-im-2016-03-state-median-income-estimates-for-optional-use-in-ffy-2016-and-mandatory-use-in-ffy-2017>

3. **Snow Pond Arts After School Program Scholarship**

If you do not qualify for the Maine's Child Care Subsidy Program and still need assistance for child care we want you to know that we are here to help you. You can fill out our financial assistance application and by providing us with your first two pages of your 1040EX or 1040, and the last two months of paystubs, so we can help to figure out your eligibility for assistance.

If you would like applications for this scholarship please contact Jen Birch at 844-476-6976 ext 401 or jen.birch@snowpond.org

**We hope that this information has been helpful
to you in your quest to keep your child not only safe, but also enriched!**

**PLEASE REMEMBER WE CANNOT PROCESS ANY APPLICATION
THAT IS NOT FULLY COMPLETED - THANK YOU!**



Financial Aid & Scholarship Application

Snow Pond Arts After School Program financial aid is based on the financial situation of the child's family, and any extenuating circumstances (extraordinary events, and continuing hardships) with consistent guidelines that apply to all applicants.

Please consider the value of this experience for your child when deciding the dollar amount you are committed to investing or helping to raise towards tuition. Most of our students seek several sources of funding to supplement the aid we are able to offer i.e. local clubs, relatives, fundraisers, etc.

A family investment and participation at some level is very important to our founding principle that "any deserving child shall be able to attend Snow Pond Arts After School Program". Please consider this seriously and ask for only what you need, as we want to help everyone that needs assistance.

The following are required for all financial aid and scholarship applications.

1. **Complete Financial Aid & Scholarship Application**
2. **Financial Documents:** (REQUIRED) Include a copy of pages 1 & 2 of most recent 1040 form(s). Black out your SSN If tax return covers a period more that 18 months prior, please include copies of most recent wage statements/stubs and explanation of any changes.
3. **Qualifications Statement:** (REQUIRED) Attach a statement explaining the reasons why the applicant is qualified and should be considered for financial assistance. Please see the website listing of named scholarship and the type of information that may qualify you for different scholarships.
4. **Special Circumstances:** Please attach a statement of any special circumstances that merit consideration (loss of job, catastrophic medical expenses, etc.)

Email or send all documentation to SPASE Director, Jennifer Birch to jen.birch@snowpond.org or Arts After School Program Director 8 Golden Lane Sidney, ME 04330

*NOTE: Applications will be considered in the order they are received as long as they are **complete**. A complete application includes all requested financial information and required supporting documents listed above.*

Financial Aid & Scholarship Application

Student Information:

Student Name: _____
School Attending: _____
DOB: _____ Grade: _____
Email: _____

Male Female
Grade for 2017-2018: _____
School: _____
Home Phone: _____
Cell Phone: _____

Parent/Guardian Information:

Name(s): _____
Address: _____ City: _____ Zip: _____
Email: _____ Home Phone: _____
Cell Phone: _____

Applying for:

- Maine Child Care Subsidy
- Sibling Discount

Applicant Household Information:

Parent 1 Occupation: _____ Gross Salary: \$ _____
Parent 2 Occupation: _____ Gross Salary: \$ _____
children living at home? _____ Total annual taxable income: \$ _____
children dependent but not at home? _____ Total # of dependents: _____

How much can Parent/Guardian pay towards the Arts After School tuition? \$ _____

Parent/Guardian signature: _____ Date: _____

Supporting Documents to include with your application:

5. **Financial Documents:** (REQUIRED) Include a copy of pages 1 & 2 of most recent 1040 form(s). If tax return covers a period more than 18 months prior, please include copies of most recent wage statements/stubs and explanation of any changes.
6. **Qualifications:** (REQUIRED) Attach a statement explaining the reasons why the applicant is qualified and should be considered for financial assistance.
7. **Special Circumstances:** Please attach a statement of any special circumstances that merit consideration (loss of job, catastrophic medical expenses, etc.)

**Email or send all documentation to SPASE Director, Jennifer Birch to
jen.birch@snowpond.org or Arts After School Program Director 8 Golden Lane Sidney, ME
04330**

*NOTE: Applications will be considered in the order they are received as long as they are **complete**. A complete application includes all requested financial information and required supporting documents listed above.*