



TOWN OF DENNIS

CHILDCARE SUBSIDY PROGRAM INTRODUCTION

August 15, 2023

Dear Dennis Parent or Guardian:

Funding was approved at the Dennis May 2, 2023 Annual Town Meeting to pay the costs of funding and administering a childcare subsidy program for birth through 5-year-old children of Dennis residents to attend a state-licensed childcare program. Financial assistance will be provided for children who are born by August 31, 2023, and are not five years or older as of August 31, 2023. A subsidy in the form of direct payment to provider for one child per household up to a maximum of \$2,400 will be provided for eligible families who meet the income threshold of 150% Average Median Income. Included are a Childcare Subsidy Program Overview, an Application Form and a Required Documents List. The application form includes questions to obtain information for verification of eligibility.

Please note that additional documents or information may be requested by the Childcare Subsidy Program Administrator as needed. An application form and required documents should be completed and submitted by **September 28, 2023** for the program period September 1, 2023 – August 31, 2024. If 50 families have not been approved for the subsidy by September 28, 2023, we will continue to accept applications on a rolling basis until the limit is reached.

Applications and required documents must be completed fully and returned to:

Dennis Town Hall

Attention: Childcare Voucher Program

685 Route 134

South Dennis, MA 02660

Or may be scanned and emailed to DennisCSP@town.dennis.ma.us with the subject line "CSP."

All applicants will receive notification once the application deadline has closed.

If you have questions about the program, please contact us by email at:

DennisCSP@town.dennis.ma.us



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CHILDCARE SUBSIDY PROGRAM OVERVIEW

Program Purpose: To provide childcare subsidies to Dennis residents whose children ages 0-5 attend State-licensed childcare programs, as defined by the *Program Eligibility Requirements*.

Background: The Childcare Subsidy Program was approved by Dennis voters at the May 2, 2023 Annual Town Meeting (Article 42). The subsidy program is designed to provide financial assistance in the form of direct payment to State licensed childcare providers for residents of Dennis.

Program Eligibility Requirements:

Applicant Eligibility: A subsidy in the form of direct payment of \$200 per month to State licensed childcare providers for up to 50 full time, year-round residents of Dennis (maximum of \$2,400 per household) will be provided for one eligible child who is not five years or older as of August 31, 2023 and meets a 150% Average Median Income parameter. Child must be enrolled a minimum of two days per week for eligibility.

A completed application with all required documentation must be submitted for eligibility.

Provider Eligibility: Eligible providers must hold a valid State-license from the Department of Early Education and Care or the similar and the license must allow them to care for children 0-5 years old. Documentation is required for eligibility.

Copies of the Following Documents are Required:

- Application – completed and signed
- Child's birth certificate (certified copy not required)
- Proof of legal guardianship, if applicable
- Driver's License (or MA ID Card) of parent (or guardian) with Dennis address
- Dennis Real Estate Tax Bill in the name of parent (or guardian) OR Lease for a Dennis property in the name of the parent (or guardian)
- Utility bill in parent (or guardian) name with Dennis property address

All applicants will be notified of receipt of documents and application status. Applicants will not be considered eligible for the subsidy until all required documents are completed, submitted, and approved. Additional documents may be required.

Application Deadlines:

Application Must Be Received By:
September 28, 2023

For Funding Period:
September 1, 2023- August 31, 2024

Application Process: Applications and complete instructions will be available September 1, 2023.

Funding Allocation: Total subsidy for each eligible child shall not exceed \$2,400 for the course of the year.



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CHILDCARE SUBSIDY PROGRAM APPLICATION

APPLICATION FOR CHILDCARE VOUCHER PROGRAM

Please complete one application per household
Applications must be completed fully and returned to
Dennis Town Hall, Attn: Childcare Voucher Program, 685 Route 134 South Dennis, MA 02660
or to DennisCSP@town.dennis.ma.us with the subject line "CSP"
by Thursday, September 28, 2023 at 4 pm

Child's Name: _____ Child's Date of Birth: _____

Name(s) of Parent(s) or Legal Guardian(s):
1 _____
2 _____
3 _____

Street Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

PROVIDER INFORMATION

List all licensed childcare programs attended by this child

Name of Program Provider 1: _____

Address of Program: _____

Program Contact Person: _____ Program Schedule (Days): _____

Program Phone Number: _____ Program Email: _____

Name of Program Provider 2: _____

Address of Program: _____

Program Contact Person: _____ Program Hours: _____

Program Phone Number: _____ Program Email: _____

ELIGIBILITY INFORMATION

Answer the following questions to determine eligibility and funding allocations.
Parents/Guardians are eligible up to 150% Average Median Income

Total Annual Household Income: _____

Household Size (Number of Persons per age group): 18 and Over _____ Under 18 _____

Estimated Monthly Childcare Cost for This Child: _____

Do you receive other Childcare Subsidy or This Child? Yes No (Circle answer)



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CHILDCARE SUBSIDY PROGRAM APPLICATION

EMPLOYMENT INFORMATION

Provide current annual employment information for each parent/ guardian

PARENT/GUARDIAN #1		
<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed		
Employer: _____	Position: _____	
Annual Salary: _____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Employer: _____	Position: _____	
Annual Salary: _____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
PARENT/GUARDIAN #2		
<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed		
Employer: _____	Position: _____	
Annual Salary: _____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Employer: _____	Position: _____	
Annual Salary: _____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
PARENT/GUARDIAN #3		
<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed		
Employer: _____	Position: _____	
Annual Salary: _____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Employer: _____	Position: _____	
Annual Salary: _____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time

AUTHORIZATION/SIGNATURE

I verify that all information provided is accurate, **signed under penalty of perjury.**

Signature of Parent or Legal Guardian

Date

Completed applications should be signed and returned to
Dennis Town Hall, Attn: Childcare Voucher Program, 685 Route 134 South Dennis, MA 02660
or to DennisCSP@town.dennis.ma.us with the subject line "CSP"
by Thursday, September 28, 2023 at 4 pm



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CHILDCARE SUBSIDY PROGRAM REQUIRED DOCUMENTS

COPIES OF THE FOLLOWING DOCUMENTS ARE REQUIRED:

- Application – completed and signed
- Child's birth certificate
- Proof of legal guardianship, if applicable
- Driver's License (or MA ID Card) of parent (or guardian) with Dennis address
- Dennis Real Estate Tax Bill in the name of parent (or guardian) **OR** Lease for a Dennis property in the name of the parent (or guardian)
- Utility bill in parent (or guardian) name with Dennis property address
- Income Verification Documents (All are required)
(for every member of household age 18 or older)
 - Federal Tax Return (Form 1040/1040A with all schedules) from most recent year
 - W-2 or current pay stub
 - Alimony/Child Support
 - Other income/benefits