



Expanding Access to Quality Preschool

2019-2020

Provider Manual - Tuition Assistance

**for community-based and parochial school
providers**

Rev. April 2019

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Section 1. Preschool Promise and Tuition Assistance Overview

This Provider Handbook for Tuition Assistance (the “Manual”) is an integral part of the Tuition Assistance Agreement (the “Agreement”) between Cincinnati Preschool Promise, LLC, an Ohio non-profit limited liability company (“CPP”, or “Preschool Promise”), and the Provider identified in the Agreement. Provider shall be solely responsible for ensuring that Provider’s employees, officers, and contractors comply with all requirements in the Agreement and this Manual. In the event of a conflict between this Manual and the Agreement, the terms of the Agreement shall control. Undefined capitalized terms used in this Manual shall have the meaning set forth in the Agreement.

CPP is designed to expand access to two years of quality preschool and to build the supply of quality rated preschool programs in Cincinnati – with the goal of helping every child enter kindergarten ready to learn. CPP will provide tuition assistance on a per-child basis for children who are enrolled in participating preschool programs with a rating of at least **3 stars** on Step Up to Quality.

This manual applies to community-based and parochial-school providers only.

To qualify for tuition assistance the child must meet age, residency and income requirements.

- **The child must live within the Cincinnati Public School District boundary**
- **The child’s birthdate must be between October 1, 2013 and September 30, 2015**
- **Gross Annual Household Income must fall at or below 200% of the Federal Poverty Line:**

| Household Size | Gross Annual Income (200%) |
|----------------|----------------------------|
| 2 | \$ 33,820.00 |
| 3 | \$ 42,660.00 |
| 4 | \$ 51,500.00 |
| 5 | \$ 60,340.00 |
| 6 | \$ 69,180.00 |
| 7 | \$ 78,020.00 |
| 8 | \$ 86,860.00 |

Preschool Promise tuition assistance amounts are determined based on the provider’s star rating, household income, enrollment schedule and other sources of public funding available to the child. **All other sources of federal, state or local funding currently available for preschool must be accessed prior to Preschool Promise funding.**

Preschool Promise funding is intended to cover a family’s tuition and copayment or other fees. If a child has a copay for Publicly Funded Child Care (PFCC), the CPP tuition assistance amount is adjusted upward to cover this copay. Payments are made monthly, after services are rendered. CPP providers are expected to stop collecting copays or fees as of a child’s CPP approval date.

CPP funding is available during the academic school year: August 15, 2019 to May 31, 2020. Students may enroll for the school day (6.5 to 8 hours per day) or part day, for 2 to 5 days per week. Participating children must enroll at least 12.5 hours per week. Funding permitted, applications are accepted on a

rolling basis throughout the school year.

Section 2. Basic Requirements for Participating Providers

To receive CPP tuition assistance, Providers must comply with all of the following:

- Be located within the Cincinnati Public School District boundary.
- Be licensed and in good standing with all applicable governing agencies, including without limitation, the Ohio Department of Education or the Ohio Department of Job and Family Services.
- Have an operating schedule of at least 12.5 hours per week
- Have a Step Up to Quality rating of at least 3 stars (see note below).¹
- Maintain and submit to CPP as requested records of how CPP tuition assistance funding supports the site in maintaining high levels of quality (e.g., higher wages, professional development, etc.).
- Agree to participate in the Preschool Promise evaluation. All participating children will be asked to provide parent consent for a third-party evaluator to access child-level data at each Preschool Promise program site.
- Allow CPP staff to hold parent meetings and information sessions at the Provider site to inform parents about CPP and answer questions as needed.
- Submit any required information for evaluation and audit purposes to CPP as requested.
- Comply with any state and federal reporting requirements determined necessary by CPP.
- Comply with all of the requirements set forth on **Appendix A**, attached hereto.

Section 3: How to Become a Preschool Promise Provider for Tuition Assistance

CPP encourages all eligible Providers to apply to participate to help families pay for quality preschool. The following steps are required to participate:

- Review all elements of this Manual.
- Submit the following:
 - Signed Provider Application and signed Provider Agreement.
 - Copies of required documentation. **A complete list of required documents can be found in the attached Appendix B.**

Once a complete application is received, CPP will send a letter notifying the provider of acceptance to the program. The provider's name, address, phone number, and website (if applicable) will be listed on the CPP website.

Once a provider is approved to receive CPP Tuition Assistance, the approval is subject to compliance with all related agreements, policies and procedures outlined herein. Providers will be asked to re-sign an annual contract extension to continue participation.

Expired Site Documents

We will contact you when documents on file for your site (e.g., insurance, SUTQ certificates) have expired and request updated copies. We must receive updated documents within 30 days of the expiration date. If this documentation is not received within 30 days, TA payments will be delayed until current documentation is submitted

¹ **Please Note:** During the term of the agreement, **assuming a proper application has been made to the State**

for a rating on Ohio's Step Up to Quality rating scale, School District preschools, Head Start programs that are self-administered and delegated, and Archdiocese programs shall be considered at least 3-Star rated programs and presumed to have a rating consistent with the rating of other programs sponsored by that Provider. Providers who are not yet rated, or have a rating of 1 or 2 stars on Step Up to Quality are eligible to apply for Quality Improvement Funding.

Section 4: Enrolling Families in Preschool Promise

Preschool providers are one of the best avenues for helping families enroll in CPP. Preschool Promise staff is available to provide training and technical assistance to providers to support parent enrollment.

Application Info & Support

Preschool Promise applications are available on the CPP website in English and Spanish (www.cincy-promise.org). **Preschool Promise will require proof of income, residency, the child's age and, if eligible, proof of other public funding to process a complete application.** Unless they are receiving another benefit through ODE or Head Start, families who are eligible to receive Publicly Funded Child Care (PFCC) based on employment and income will be presumed eligible for this benefit and paid accordingly, unless a denial letter or specific reason for ineligibility is provided otherwise. Providers are expected to notify CPP of each family's expiration dates for PFCC or changes to PFCC within 5 days of the change occurring and to support the family in renewals to ensure their PFCC benefit does not lapse. Providers are similarly expected to notify CPP within 5 days of any changes that affect a child's eligibility for other sources of public funding beyond PFCC (e.g., ODE, Head Start).

Expiration of PFCC and Re-authorization

If a child's PFCC expires, we must receive a new authorization form or proof of income within 30 days of the expiration date. If this documentation is not received within 30 days, TA payments will be discontinued for that child

Income Documentation Exceptions

If a child receives Head Start, ODE funds, or Publicly Funded Child Care along with Preschool Promise funding, the family is not required to submit documentation proving their income, as income has already been verified by another public agency to receive these funds. For Head Start, family income must be verified after January 1, 2019 for CPP to waive the income documentation requirement. For any child, if CPP does not have income documentation on file and a child loses this other funding during the school year, the family must provide current income documents immediately to continue receiving CPP funds.

If a child is in foster care, an unaccompanied youth, or experiencing homelessness, CPP may waive income documentation requirements for the guardian. For a child in foster care, court papers detailing the arrangement must be provided. For a child who is an unaccompanied youth or experiencing homelessness, a copy of the CPP Temporary Living Arrangements Form must be submitted with the application.

Unaccompanied Youth

If child is an unaccompanied youth, the person applying on behalf of youth has to provide proof that they have been deemed the responsible party for the child. If they are unable to provide temporary custody paperwork, valet paperwork may be considered but is limited to safety plan, kinship documents, vouchers, or notarized

statement from parent.

Proof of Residency Exceptions

If a child is experiencing homelessness, CPP may waive proof of residency requirements. A copy of the CPP Temporary Living Arrangements Form must be submitted with the application. This form is available by request at info@cincy-promise.org.

If the child is in foster care and the address of the foster parent is outside the CPS boundary, CPP may provide tuition assistance funding for the child if CPS is the child's school district of residence. A court document clearly stating that responsibility for the child's educational expenses falls to CPS must be submitted along with the application.

If child resides in the Cincinnati Public School District and becomes displaced out of Cincinnati Public School District due to homelessness, Cincinnati Preschool Promise will continue to fund the child to attend a center located within the Cincinnati Public School District. The child has to have previously been in attendance at a Cincinnati Preschool Promise-funded center. The preschool provider, the shelter, or the parent must provide proof of placement out of Cincinnati Public School District.

Notifications

Once an application is approved by CPP, a notification will be delivered to both the Provider and parent confirming the amount of tuition assistance awarded to that child. For children with incomes below 200% FPL, CPP funding is intended to cover a child's tuition and copayments from the date on the CPP approval letter through the end of May, provided: 1) the child is enrolled and attending the site on the date of CPP approval, 2) the child remains continuously enrolled and eligible for CPP funding through the end of the school year, and 3) the child is attending regularly in accordance with the CPP attendance policy. CPP will send mailings to each family who has benefitted from CPP tuition assistance funding during the course of the year informing them of the funds paid on behalf of their child. Additional phone, email, mail, and in-person communications will be made with parents as needed.

Re-Enrollment

If a child is enrolled in CPP for two school years, income, residency, other public funding, and enrollment schedule will need to be re-verified prior to the start of the second school year. Families must re-submit a new application and current required documents for the 2019-20 school year.

Prior to the end of August 2019, CPP will provide a **Re-Verification List** to all participating providers indicating the names, addresses, and other public funding sources for each child who was approved for CPP funding during the spring. Providers will be asked to verify that the child is still enrolled at the site and that the information submitted remains correct at the start of the school year.

Section 5: Attendance Policy

Preschool Promise expects children who are enrolled in the program to attend school regularly. Preschool Promise will provide a standard attendance form, pre-populated with the names of CPP-approved students to each provider at the end of each month. This form is required to document the days scheduled and days attended

for each child. **Complete attendance forms are due back to CPP no later than the 5th of each month.** These forms must be complete, with all questions answered, to be processed.

Children will be allowed five (5) total absences per month before their tuition assistance funding is affected.

If a child misses six (6) or more days, CPP tuition assistance payments will be prorated based on the share of days scheduled that the child attended in a given month. For example, a child who misses 8 of 20 scheduled days (40%) will receive 60% of the normal tuition assistance amount. CPP will consider appeals in extreme cases.

Prorated Payments – Absences

CPP tracks days attended and days scheduled each month. If a child misses more than 25% of scheduled days in a month, we ask for a brief reason. If the child misses more than 25% of scheduled days in 3 or more months for non-excused reasons, payments will be prorated to reflect the share of actual days attended. Absences will be excused for child illness or medical conditions, CPS winter/spring break, or death in the family.

Section 6: Changes to Tuition Assistance Amounts for Families

Determinations about a family's CPP tuition assistance amount will apply for as long as the child remains enrolled in the same preschool program where s/he was enrolled upon CPP's written approval through the end of the school year, unless one or more changes outlined in the sections below occurs and impacts eligibility or a child's tuition assistance amount during the course of the year.

Income Changes

If a family's income increases during the school year, no adjustments will be made until the following school year. If a family's income decreases during the school year, and the decrease results in the family becoming eligible for CPP funding after a previous denial, or becoming eligible at a different level, CPP will adjust the family's tuition assistance amount accordingly. If a family loses PFCC because income decreases, CPP will adjust the tuition credit up to cover the full amount. If a family loses PFCC because income increases, then CPP will continue to fund the child's tuition assistance at the last approved rate until the end of the school year. Changes will take effect on the first of the next month.

PFCC & Co-Pay Changes; Changes to Other Public Funding

Providers are responsible for supporting families in timely, accurate renewals of PFCC authorizations and for the timely submission of new and/or updated PFCC authorization forms to CPP. **Providers and families are jointly responsible to ensure PFCC or other benefits do not lapse due to avoidable circumstances.** Throughout the year CPP will adjust a family's tuition assistance amount under the following circumstances:

- 1) PFCC co-pay changes
- 2) PFCC or other funding is lost or denied due to any circumstance
- 3) PFCC or other funding is obtained that was not available at the time of application

Changes to PFCC status, copays or other public funding that are received by CPP and have an effective date in the first five (5) days of the month will be applied in the current month. Changes received or taking effect after the first five (5) days of the month will be applied the first of the following month. CPP will not make retroactive payments in these circumstances.

If a child becomes ineligible for CPP funding due to moving out of the CPS district or obtaining additional other public funding that renders CPP tuition assistance obsolete in accordance with the CPP tuition assistance formula, the date the change occurred will become the effective date for ending payment.

Moving Outside CPS

The child must reside within the CPS district boundary for the entire time they receive tuition assistance. If a family moves outside of the CPS district boundary, they must inform their Preschool Provider. Once the provider becomes aware that a family has moved, the provider must inform the Preschool Promise within five (5) working days. CPP tuition assistance will terminate immediately the day the child moves out of the CPS district.

Enrollment Changes

If a child un-enrolls from a participating CPP provider at any time during the school year, the provider must notify CPP on the monthly attendance form or sooner. Tuition assistance will be terminated for that child on his/her last day of enrollment. If a child transfers to another CPP provider, CPP funding follows the child. The child must be enrolled with a provider for a total of at least 5 days in order to receive CPP funding (example: a child who enrolls for one day and un-enrolls the same day will not receive funding for one day). The family's tuition assistance amounts may be re-calculated based on the star rating of the new Provider, schedule, and ability to access other public funding through the new Provider.

Section 7: Changes to Tuition Assistance Amounts for Providers

All participating providers must re-apply for SUTQ ratings within 90 days of the expiration date, in accordance with ODJFS rules. If a Provider's star rating increases or decreases during a School Year, the Provider may see a change in tuition assistance reimbursement amounts, according to the CPP tuition credit scale.

Star Rating Increases

If a participating program's star rating **increases**: The program should notify CPP of the increase so CPP can re-calculate the tuition assistance amounts for each child based on the increase in star rating. Preschool Promise will notify the Provider of the new tuition assistance amounts for each child. The change in tuition assistance funding will go into effect on the first of the following month.

Star Rating Decreases, Maintaining 3 Stars

If a participating program's star rating **decreases but maintains at least a 3-star rating**: The program should notify CPP within 5 business days, so CPP can re-calculate the tuition assistance amounts for each child based on the decrease in star rating. Preschool Promise will notify the Provider of the new tuition assistance amounts for each child. The change in tuition assistance funding will go into effect on the first of the following month.

Star Rating Decreases, Below 3 Stars

If a participating program's star rating **decreases to below 3 stars**: The Provider must notify CPP within 5 business days. CPP will work with the Provider to understand why the program lost its star rating, and develop an appropriate plan of action to begin remediating the issue. Providers will be given 12 calendar months to increase their SUTQ rating. During this time, for the remainder of the academic school year, providers will be reimbursed at the 3-star level. While students already enrolled in tuition assistance at the affected program will continue to receive funding, no new children may be enrolled in tuition assistance during the 12 calendar month

grace period. For serious situations (i.e., significant, repeated serious risk of non-compliance violations, repeated loss of stars within 5 years), CPP reserves the right, in its sole and absolute discretion, to terminate the Agreement without prior written notice.

Preschool Promise will issue a letter to the Provider and to families notifying them of the decrease in star rating, the associated reimbursement level, and that tuition assistance will continue to be paid for the remainder of the academic school year while the program works to increase its rating. During the grace period, CPP may send periodic communications to families on the current status of the provider's SUTQ rating, and if necessary, present options of highly-rated quality providers that may suit the families' needs.

Section 8: Tuition Assistance Payment Policies

Attendance & Payment Dates

Tuition assistance will be paid monthly, after services are rendered. Providers must submit attendance records **on the standard CPP attendance entry form** for each child participating in the Preschool Promise **by the 5th of the month**. If the 5th falls on a weekend or holiday, such attendance records will be due the following Monday or following business day. If the provider elects to have payments made by direct deposit, payments will be made by the 24th of each month. If the 24th falls on a weekend or holiday, payment will be made the following business day. If a provider does not wish for payments to be made by direct deposit, paper checks will be mailed. After payments are processed, each provider will receive a copy of the check remittance and a report of payments made for each child during the month. If any payment discrepancies are identified, a correction will be made or planned by the end of the month.

If attendance records are delayed, payment may be delayed or withheld. The Preschool Promise will make reasonable attempts to follow up with Providers to receive attendance records, but if attendance records are not received within 30 days, CPP reserves the right to permanently withhold payment, in its sole and absolute discretion. Tuition assistance will be paid according to the Preschool Promise attendance policy and other relevant policies.

Prorated Payments

Payments will be prorated based on the first and/or last day a child is eligible to receive Preschool Promise tuition assistance funding. **Any start or end date for CPP funding that is not the first or last day of the month will be prorated based on the number of calendar days in the month.** If a child enrolls and begins attending a program after the CPP approval date, the child's actual enrollment date will count as the child's first eligible date for payment (e.g., a child who is approved for CPP funding on 2/10 but does not begin school until 2/18 will receive a prorated payment beginning 2/18). Similarly, if a child un-enrolls from a program during the month – or otherwise becomes ineligible to continue receiving funding - his/her last day of enrollment (or eligibility) will be used as the end date for CPP funding.

Although payments are made in arrears, the awarded CPP tuition assistance takes effect on the date of CPP approval or the first date of enrollment, whichever is later. Providers are expected to stop collecting family

copays or other fees related to participation in CPP

May 2020 Payments

Annual CPP tuition assistance amounts are spread over a 9.5 month period, from August 15, 2019 to May 31, 2020. In the event a school or classroom does not operate on a 12-month schedule (thereby not operating for the full month of May), any child who is enrolled through the last scheduled day of May will be paid for the full month of May, in accordance with the CPP attendance policy.

Corrections & Audits

The Preschool Promise reserves the right to conduct announced and unannounced Provider site visits and audits to assess Provider’s compliance with these and other policies. If it is realized at any point during the year that Preschool Promise received incorrect information regarding a child’s attendance record, enrollment schedule, and/or other funding sources that affect his/her eligibility for CPP funding or tuition assistance amount, the incorrect payment shall be repaid to CPP or deducted from a future payment.

If Provider commits multiple errors, or if any such error is determined by CPP in its sole and absolute discretion to be intentional, CPP shall have the right (in addition to all other rights and remedies available under the Agreement, at law, or in equity) to terminate the Agreement. Additionally, Providers may not apply to participate in the Preschool Promise under a new program name or license number.

Section 9: Insurance

Provider shall purchase and maintain in full force and effect the insurance outlined herein for coverages at not less than the prescribed minimum limits of liability, covering Provider’s activities and those of any and all of Provider’s contractors, employees, officers, and agents:

- 1) Center-based programs:
 - a. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000);
 - b. Current Workers’ Compensation Insurance certificate
 - c. Automobile insurance, if the program provides transportation to its children.
- 2) Family child care (Type A and Type B):
 - a. Commercial General Liability Insurance with limits of not less than Three Hundred Thousand Dollars (\$300,000).
 - b. Workers’ Compensation Insurance is not required for family child care.
 - c. Automobile insurance, if the program provides transportation to its children.

All such insurance policies shall be written through companies having an A.M. Best's rating of at least A VII, or with such other companies as may reasonably be approved in writing by CPP. Provider shall furnish Certificates of Insurance evidencing such insurance coverage within five (5) business days of the Effective Date of the Agreement, and upon request of CPP thereafter.

Section 10: Indemnification

Provider shall fully indemnify, defend, and hold harmless CPP and CPP’s members, managers, officers, directors, employees, affiliates, representatives, successors, and assigns (collectively, the “CPP Group”) from and against any and all third-party claims, allegations, and suits, and all damages, losses, expenses, costs, including

reasonable attorneys' fees, or amounts payable arising out of: (i) any act or omission of Provider or any of Provider's members, managers, shareholders, directors, officers, employees, contractors, agents, and assigns (collectively, the "Provider Group") in connection with this Agreement; (ii) the violation of any applicable law, rule, regulation, or contract by Provider or any member of the Provider Group; and (iii) any breach of the Agreement or this Manual by Provider.

Section 11: Limitation of Liability

(a) IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR SPECIAL, EXEMPLARY, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE AGREEMENT, THE MANUAL, OR ANY TUITION ASSISTANCE PAYMENT, WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(b) Without limiting the foregoing, the total aggregate liability of CPP to Provider in connection with this Agreement shall be limited to the amount of tuition assistance payments actually paid by CPP to Provider during the one (1) month period prior to the occurrence of the action or omission giving rise to such claim.

Section 12: Disputes; Governing Law

The parties shall first submit any dispute, controversy, or claim (other than claims for indemnification arising out of Section 12 of this Manual) arising out of or relating to the Agreement, this Manual, or any QI Support funds or services, to mediation in Hamilton County, Ohio, using a trained, experienced mediator selected by mutual agreement of the parties, the cost of which shall be shared equally by the parties. If such dispute is not resolved within 60 days to the satisfaction of both parties by such mediation, such dispute, controversy, or claim shall then be settled by final and binding arbitration in conformance with the rules of the American Arbitration Association. The place of arbitration shall be Hamilton County, Ohio or any other place as mutually agreed upon by the parties in writing. Cost of such arbitration shall be shared equally by the parties; provided that each party shall be responsible for its own attorney fees. The Agreement and this Manual shall be interpreted and construed in accordance with the laws and procedures of the State of Ohio, without giving effect to the principles of conflicts of law of those jurisdictions.

Section 13: Where to Go for More Information

More information can be found on the CPP website, www.cincy-promise.org or by calling (513) 447-4277 (4CPP).

Appendix A. Additional Provider Expectations and Commitments

In addition to the requirements set forth in the Manual and Agreement, Providers shall adhere to the following requirements:

- 1. Documentation, data sharing, and records:** Provider shall:
 - (a) Comply with all reporting and documentation requirements in the Master Agreement for Preschool Expansion Services, entered into in March 2017, by the Board of Education of the Cincinnati City School District, United Way of Greater Cincinnati, and CPP (the “Master Agreement”);
 - (b) Obtain and retain copies of all family/student eligibility information and provide to CPP for verification;
 - (c) Obtain and retain copies of parent consent forms, and provide to CPP upon request;
 - (d) Submit monthly attendance and enrollment reports to CPP;
 - (e) Promptly notify CPP of any enrollment, classroom staff, or administrator changes;
 - (f) Provide CPP with documentation to indicate how CPP funds were “last dollar”;
 - (g) Submit renewed documentation during the year as requested by CPP to remain in compliance;
 - (h) Share audit records with CPP upon request to demonstrate financial responsibility;
 - (i) Share child assessment data with CPP, the CPP evaluation team, and (if applicable) quality improvement coaches to assist in making program improvements; and
 - (j) Maintain and make available to CPP upon request any other records for program review, evaluation, and audit or for any other purposes deemed necessary by CPP.

- 2. Licensure and compliance:** Provider shall:
 - (a) Perform all actions necessary to ensure that it maintains all licenses required by any governmental authority, including, without limitation, performing background checks on employees;
 - (b) Upon request, provide CPP with a copy of forms and documents required by the ODFJS or ODE as proof of any licensure required by the Agreement or applicable law;
 - (c) Inform the CPP Executive Director of any risk of material licensure non-compliance within 5 business days after Provider becomes aware of such risk;
 - (d) Notify the CPP Executive Director in writing within 48 hours of any licensing complaint investigations and provide reports of this visit within 10 business days to the CPP Executive Director;
 - (e) Maintain all required licenses in good standing either through the ODFJS or the ODE;
 - (f) Inform the CPP Executive Director in writing of any change in star rating within 5 business days;
 - (g) Inform the CPP Executive Director of any change to the program administration or CPP classroom staff (this would include a change in Director, teacher, or other staff);
 - (h) Allow independent evaluators to assess children with consent given; and
 - (i) Notify CPP when a child is suspended or expelled from the program within 2 weeks of disciplinary action.

3. Enrollment targets: Provider must make a good faith effort to assist CPP in its organizational mission and be dedicated to the CPP effort to enroll students from the target audience. Provider must have a written strategy to enroll and serve children from low- and moderate-income families. This strategy includes either a contract to enroll children via state or federal subsidy, a tuition-reduction mechanism, such as funded scholarships, and/or a sliding fee tuition scale based on family income.

4. Quality: Provider must:

- (a) At all times during the Term, remain compliant in Ohio's Step Up To Quality program ("SUTQ") requirements, and ensure that its operations are centered on maintaining and improving quality;
- (b) Commit to a continuous improvement mindset. CPP does not equate high quality as simply being star-rated but also as pursuing the essential five aspects of quality:
 - Implementing a comprehensive curriculum
 - Engaging families in systematic and intentional ways
 - Implementing an effective social-emotional framework
 - Embracing policies and practices that reduce the achievement gap and foster equity
 - Empowering children to develop the 21st-century skills that are essential for creating a competitive workforce;
- (c) Respect each child's family structure, cultural background, language and customs, and support parents and families as leaders and partners in their child's preschool education;
- (d) Have and implement a developmentally appropriate discipline policy and commit to using the requirements set forth on the CPP website when assisting children with challenging behaviors before suspending or expelling a child;
- (e) Provide teaching staff with joint/collaborative planning time;
- (f) Attend CPP Provider meetings throughout the year; provided that each Provider administrator or teacher may miss a maximum of 2 of such meetings;
- (g) Staff each classroom with qualified staff as defined by the corresponding SUTQ rating; and
- (h) Follow CPP's requirements for curriculum and planning, child screening and assessment, and family and community engagement;
- (i) Participate in the SUTQ program and maintain a 3-, 4-, or 5-star rating at all times during the Term;
- (j) Agree to accept children whose parents are eligible for any level of tuition assistance as determined by the CPP;
- (k) Support CPP marketing and communication requests as reasonably requested by CPP.

Appendix B. Required Documentation to Become a Preschool Promise Provider

- Copy of ODE or ODJFS license
- Copy of current Step Up To Quality rating certificate
- Copy of IRS Form W-9 – Request for Taxpayer Identification Number and Certification
- Proof of General Liability, Worker’s Compensation, and Automobile insurance, if applicable
- Proof of completion of child abuse trainings, as mandated by ODE and ODJFS

Appendix C. Required Family Documentation to Apply for Tuition Assistance Preschool

Promise will require proof of income, residency, the child's age and proof or denial of other public funding (if eligible) to process a complete application. Acceptable documents include:

Y **Proof of Household Income – one of the following for all adults in the household except anyone not related by blood, marriage, adoption or legal guardianship:**

- Y Four weeks of most recent paystubs
- Y Previous year's W-2(s) or tax returns
- Y Notarized income affidavit validating self-employment or cash income
- Y Notarized zero income affidavit, using CPP's standard form, available by request to info@cincy-promise.org

Y **Proof of Child's Age:**

- Y Birth Certificate
- Y Passport
- Y State ID or Green Card
- Y Medicaid Card
- Y Medical Shot Record
- Y WIC Documents
- Y Baptismal certificate
- Y Hospital Statement of Birth
- Y JFS Custody/Guardianship Documents

Y **Proof of Residency within the CPS district:**

- Y Homeowner Deed or Lease Agreement signed by the landlord and the tenant, including the landlord's contact information
- Y Gas, Electric, Water, Cable, Internet, or Landline Phone bill dated within the past 60 days
- Y A piece of mail addressed to the parent/guardian from a federal, state or local government agency dated within the past 60 days (example: Hamilton County Job & Family Services, Social Security, WIC, Child Support Enforcement Agency, etc.)
- Y Bank statements dated within the past 60 days
- Y Mortgage statement dated within the past 60 days
- Y Online confirmation of mortgage or rental payment dated within the previous 60 days
- Y Federal or state tax returns dated within the past 12 months
- Y Homeowner or Rental insurance statement dated within the past 12 months
- Y Property tax statement dated within the past 12 months

Y Current copy of PFCC authorization with current caretaker address

- Υ Notarized CPP Property Owner Affidavit, available by request to info@cincy-promise.org
- Υ TemporaryLiving Arrangements Form, available by request to info@cincy-promise.org
- Υ **Custody Documents, if applicable:** Copy of current custody status documents if the child's legal guardian is not the biological mother or father.
- Υ **Publicly Funded Child Care Authorization:** Copy of the child care authorization form stating the family's weekly co-pay amount (only for children receiving PFCC assistance).

Appendix D. 2018-2019 Tuition Assistance Tables

The 2018-2019 Tuition Assistance Tables provide the approximate monthly amount of tuition assistance a family can expect to receive based on the star-rating of the preschool provider, enrollment schedule, and additional funding sources layered on top of CPP. All other sources of federal, state, or local funding currently available for preschool must be accessed prior to CPP funding. If a child has a copay for PFCC, CPP tuition assistance is adjusted upward to also cover this copay at a rate of 4.3 weeks per month.

Tuition Assistance Tables for Centers, Type A & Type B

| | | SCHOOL DAY | | PART DAY | |
|---|----------------------------------|---------------------------------|-----------------|-----------|-----------------|
| 3 | Additional Funding Sources | Per Month | Per School Year | Per Month | Per School Year |
| | | Full-Time PFCC (25 to 60 hours) | \$ 253 | \$ 2,401 | PFCC Copay Only |
| * | Part-Time PFCC (0 to 24.9 hours) | \$ 366 | \$ 3,477 | \$ 27 | \$ 259 |
| | ODE ECE Grants | \$ 256 | \$ 2,436 | \$ - | \$ - |
| S | Head Start | \$ 46 | \$ 436 | \$ - | \$ - |
| T | Head Start + PFCC Copay | PFCC Copay Only | PFCC Copay Only | \$ - | \$ - |
| A | Head Start + ODE | \$ - | \$ - | \$ - | \$ - |
| R | None (CPP Only) | \$ 677 | \$ 6,436 | \$ 339 | \$ 3,218 |

| | | SCHOOL DAY | | PART DAY | |
|---|----------------------------------|---------------------------------|-----------------|-----------|-----------------|
| 4 | Additional Funding Sources | Per Month | Per School Year | Per Month | Per School Year |
| | | Full-Time PFCC (25 to 60 hours) | \$ 360 | \$ 3,421 | PFCC Copay Only |
| * | Part-Time PFCC (0 to 24.9 hours) | \$ 481 | \$ 4,568 | \$ 74 | \$ 706 |
| | ODE ECE Grants | \$ 392 | \$ 3,723 | \$ - | \$ - |
| S | Head Start | \$ 181 | \$ 1,723 | \$ - | \$ - |
| T | Head Start + PFCC Copay | PFCC Copay Only | PFCC Copay Only | \$ - | \$ - |
| A | Head Start + ODE | \$ - | \$ - | \$ - | \$ - |
| R | None (CPP Only) | \$ 813 | \$ 7,723 | \$ 406 | \$ 3,861 |

| | | SCHOOL DAY | | PART DAY | |
|---|----------------------------------|---------------------------------|-----------------|-----------|-----------------|
| 5 | Additional Funding Sources | Per Month | Per School Year | Per Month | Per School Year |
| | | Full-Time PFCC (25 to 60 hours) | \$ 429 | \$ 4,079 | PFCC Copay Only |
| * | Part-Time PFCC (0 to 24.9 hours) | \$ 556 | \$ 5,279 | \$ 104 | \$ 989 |
| | ODE ECE Grants | \$ 482 | \$ 4,581 | \$ 31 | \$ 291 |
| S | Head Start | \$ 272 | \$ 2,581 | \$ - | \$ - |
| T | Head Start + PFCC Copay | PFCC Copay Only | PFCC Copay Only | \$ - | \$ - |
| A | Head Start + ODE | \$ - | \$ - | \$ - | \$ - |
| R | None (CPP Only) | \$ 903 | \$ 8,581 | \$ 452 | \$ 4,291 |

Tuition Assistance Tables for Catholic CISE Schools

Thanks to the generous contributions from the CISE Foundation, students attending any of the Catholic CISE Schools have additional funds to access prior to CPP dollars. Please use the Tuition Assistance Tables below. These amounts are subject to change pending a final decision from CISE about 2018-19 scholarship funding.

| Additional Funding Sources | SCHOOL DAY | | PART DAY | |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| | Per Month | Per School Year | Per Month | Per School Year |
| Full-Time PFCC (25 to 60 hours) | \$ 166 | \$ 1,576 | PFCC Copay Only | PFCC Copay Only |
| Part-Time PFCC (0 to 24.9 hours) | \$ 279 | \$ 2,652 | PFCC Copay Only | PFCC Copay Only |
| ODE ECE Grants | \$ 170 | \$ 1,611 | \$ - | \$ - |
| Head Start | \$ - | \$ - | \$ - | \$ - |
| Head Start + PFCC Copay | PFCC Copay Only | PFCC Copay Only | \$ - | \$ - |
| Head Start + ODE | \$ - | \$ - | \$ - | \$ - |
| None (CPP Only) | \$ 591 | \$ 5,611 | \$ 252 | \$ 2,393 |

| Additional Funding Sources | SCHOOL DAY | | PART DAY | |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| | Per Month | Per School Year | Per Month | Per School Year |
| Full-Time PFCC (25 to 60 hours) | \$ 273 | \$ 2,596 | PFCC Copay Only | PFCC Copay Only |
| Part-Time PFCC (0 to 24.9 hours) | \$ 394 | \$ 3,743 | \$ - | \$ - |
| ODE ECE Grants | \$ 305 | \$ 2,898 | \$ - | \$ - |
| Head Start | \$ 95 | \$ 898 | \$ - | \$ - |
| Head Start + PFCC Copay | PFCC Copay Only | PFCC Copay Only | \$ - | \$ - |
| Head Start + ODE | \$ - | \$ - | \$ - | \$ - |
| None (CPP Only) | \$ 726 | \$ 6,898 | \$ 320 | \$ 3,036 |

| Additional Funding Sources | SCHOOL DAY | | PART DAY | |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| | Per Month | Per School Year | Per Month | Per School Year |
| Full-Time PFCC (25 to 60 hours) | \$ 343 | \$ 3,254 | PFCC Copay Only | PFCC Copay Only |
| Part-Time PFCC (0 to 24.9 hours) | \$ 469 | \$ 4,454 | \$ 17 | \$ 164 |
| ODE ECE Grants | \$ 395 | \$ 3,756 | \$ - | \$ - |
| Head Start | \$ 185 | \$ 1,756 | \$ - | \$ - |
| Head Start + PFCC Copay | PFCC Copay Only | PFCC Copay Only | \$ - | \$ - |
| Head Start + ODE | \$ - | \$ - | \$ - | \$ - |
| None (CPP Only) | \$ 816 | \$ 7,756 | \$ 365 | \$ 3,466 |