

**Year 5 of Preschool Promise Tuition Assistance Funding  
is August 19, 2021 – May 31, 2022  
Enrollment Begins May 10, 2021!**



Funding from the Cincinnati Preschool Promise (CPP) helps children have a strong start for a strong future. This funding makes quality preschool more affordable for families and supports preschool providers in achieving and sustaining high levels of quality – benefitting all the children they serve.

**Eligibility Requirements**

- The child must be 3 years old of age by September 30, 2021.
- The child must live within the Cincinnati Public School District boundary
- Gross Annual Household Income must fall at or below 300% of the Federal Poverty Line:

Federal Poverty Guidelines			
Household Size	Gross Annual Income (200%)	Gross Annual Income (250%)	Gross Annual Income (300%)
	Tuition reimbursed up to 100% of \$9,658	Tuition reimbursed up to 75% of \$9,658 or approximately \$7,244	Tuition reimbursed up to 50% of \$9,658, or approximately \$4,829
<b>2</b>	\$33,820.00	\$45,275	\$50,730
<b>3</b>	\$42,660.00	\$53,325	\$63,990
<b>4</b>	\$51,500.00	\$64,375	\$77,250
<b>5</b>	\$60,340.00	\$75,425	\$90,510
<b>6</b>	\$69,180.00	\$86,475	\$103,770
<b>7</b>	\$78,020.00	\$97,525	\$117,030
<b>8</b>	\$86,860.00	\$108,575	\$130,290

**Returning Students**

We will provide you with a re-enrollment form for each current 3-year-old CPP child in your program who is eligible for a second year of CPP funding. This form asks parents to verify their current address and asks you, the provider, to indicate the child’s expected funding source for next year. This information is currently being used for budgeting purposes; we will re-verify funding in August. **The re-enrollment forms explain the situations when we need updated address or income documentation to approve the child for a second year of funding.**

## Key Policies to Remember

*Please note: this information is a summary of key policies and is not a replacement for the Provider Manual, which provides the detailed rules of participation. The Provider Manual is available online at [www.cincy-promise.org](http://www.cincy-promise.org).*

### Provider Contract Extensions & TA overview

Each provider MUST submit a signed contract extension and signed TA overview **by August 3rd, 2021** to continue receiving CPP funding in the 2021-22 school year. Submit forms to [info@cincy-promise.org](mailto:info@cincy-promise.org). Delayed forms may possibly result in delayed payment.

### What CPP Funds Cover & Payment Schedules

CPP funding is intended to cover a child's tuition and co-pay during the school day and school year, for any qualifying child. If a child has a PFCC copay, the CPP tuition assistance amount is adjusted upward to cover that amount. CPP funding is effective 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 eligible and continuously enrolled through the end of the school year
- 3) The child is attending regularly in accordance with the CPP attendance policy

Payments are made monthly, after services are rendered, and collecting family copays must stop as of the CPP approval date for children funded at 100% of \$9,658. Providers may collect additional tuition from families of children funded below 100% of \$9,658. CPP processes applications within 5 days of receipt.

Providers must submit complete monthly attendance forms by the deadline each month to receive payment. Attendance forms are due by the 5<sup>th</sup> of the month or the next business day if the 5<sup>th</sup> is on a weekend or holiday. **If complete attendance forms are not submitted by noon the day after the deadline, payment will be held until the following month.** If the provider elects to have payments made by direct deposit, payments will be made by the 24<sup>th</sup> of each month. If the 24<sup>th</sup> 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.

### Prorated Payments – Enrollment Dates

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.

### **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, state mandated closures or death in the family. Centers are responsible for reporting closures. Closures must be reported to the Tuition Assistance Outreach & Enrollment Manager. No payment will be made for children who attend zero scheduled days in a given month.

### **Student Withdrawal**

Provider must notify CPP of child's withdrawal from their program by email. The email must contain the name of the program, the name of the child and the last day the child was in attendance.

### **PFCC, Funding and Eligibility Changes**

We rely on providers to supply us with updated information about each child's PFCC status, copays, or other public funding. Providers and families are jointly responsible to ensure PFCC or other benefits do not lapse due to avoidable circumstances. CPP will adjust tuition credits throughout the year to accommodate changes in other public funding. 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'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.

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.

### **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 documentation are not received within 30 days, TA payments will be delayed until current documentation is submitted. We recommend that you also keep track of document expiration dates for the families you serve as proactively submit updates to CPP.

### **Requirements**

1. CPP will periodically request records of how tuition assistance funding supports the provider in maintaining high levels of quality, as well as other required information for evaluation and auditing purposes. An annual impact statement will be requested from each CPP Tuition Assistance Provider.
2. Providers are required to attend 2 meetings per year and sign the annual extension form to participate as a CPP Tuition Assistance Provider.
3. Providers must update the Provider Change Form semi-annually to remain eligible for tuition assistance payments.

4. Providers must notify CPP if they fall below or go above the initial star rating at which they applied to the program within 30 day.

## Change in STAR rating

### Star Rating Increases

If a participating program's SUTQ star rating increases, the program should notify CPP of the increase. Tuition Assistance amounts for each child will be re-calculated based on the increase in star rating. CPP 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 day of the following month. Providers must notify CPP within 30 days of any changes. Providers will not receive retroactive payments for failure to notify CPP of star rating changes beyond the first 30 days.

### 2.) Star Rating Decreases, Below 3 Stars

If a participating program's star rating decreases to below 3 stars: the program 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. 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.

### 3.) Provisional TA Providers

- Active and in good standing in CPP's Quality Improvement program;
- On-track to increase your star rating as outlined in your CPP action plan, including having all the necessary educational materials and equipment; recommended by coach.
- Meet the 3-5 star Step Up to Quality (SUTQ) standards and projected to be awarded 3 to 5 stars within six months; and
- Meet all other CPP Tuition Assistance community provider partner requirements.

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.

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.

## 2021-2022 Tuition Assistance Tables

The tables on the next two pages are an approximate monthly amount of tuition assistance based on the Provider's star rating, family income, child's enrollment schedule, and other public 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 copayment for PFCC, CPP tuition assistance is adjusted upward to also cover this copay at a rate of 4.3 weeks per month.

### Tuition Assistance Adjustments

Students are funded by the number of days per week the student is enrolled in a preschool program.

5 days	100%
4 days	80%
3 days	60%
2 days	40%
1 day	20%

**2021-2022 Tuition Assistance Tables - Centers, Type A, Type B For TA Approved Providers Only**

3 * S T A R	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 545	\$ 5,132	\$ 32	\$ 303
	Part-Time PFCC (0 to 24.9 hours)	\$ 581	\$ 5,468	\$ 68	\$ 639
	ODE ECE Grants	\$ 601	\$ 5,658	\$ 88	\$ 829
	Head Start	\$ 388	\$ 3,658	\$ -	\$ -
	Head Start + PFCC Copay	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only
	CPP Only: Income < 200% FPL	\$ 1,025	\$ 9,658	\$ 513	\$ 4,829
	CPP Only: Income 201-250% FPL	\$ 769	\$ 7,244	\$ 385	\$ 3,622
	CPP Only: Income 251-300% FPL	\$ 513	\$ 4,829	\$ 256	\$ 2,415

4 * S T A R	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 513	\$ 4,833	PFCC co-pay only	PFCC co-pay only
	Part-Time PFCC (0 to 24.9 hours)	\$ 551	\$ 5,191	\$ 38	\$ 362
	ODE ECE Grants	\$ 601	\$ 5,658	\$ 88	\$ 829
	Head Start	\$ 388	\$ 3,658	\$ -	\$ -
	Head Start + PFCC Copay	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only
	CPP Only: Income < 200% FPL	\$ 1,025	\$ 9,658	\$ 513	\$ 4,829
	CPP Only: Income 201-250% FPL	\$ 769	\$ 7,244	\$ 385	\$ 3,622
	CPP Only: Income 251-300% FPL	\$ 513	\$ 4,829	\$ 256	\$ 2,415

5 * S T A R	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 489	\$ 4,608	PFCC co-pay only	PFCC co-pay only
	Part-Time PFCC (0 to 24.9 hours)	\$ 529	\$ 4,983	\$ 16	\$ 154
	ODE ECE Grants	\$ 601	\$ 5,658	\$ 88	\$ 829
	Head Start	\$ 388	\$ 3,658	\$ -	\$ -
	Head Start + PFCC Copay	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only
	CPP Only: Income < 200% FPL	\$ 1,025	\$ 9,658	\$ 513	\$ 4,829
	CPP Only: Income 201-250% FPL	\$ 769	\$ 7,244	\$ 385	\$ 3,622
	CPP Only: Income 251-300% FPL	\$ 513	\$ 4,829	\$ 256	\$ 2,415

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.

**2021-2022 Tuition Assistance Tables - Centers, Type A, Type B  
For TA Approved Catholic School Providers Only**

	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
3  *  S T A R	Full-Time PFCC (25 to 60 hours)	\$ 465	\$ 4,307	PFCC co-pay only	PFCC co-pay only
	Part-Time PFCC (0 to 24.9 hours)	\$ 502	\$ 4,643	PFCC co-pay only	PFCC co-pay only
	ODE ECE Grants	\$ 954	\$ 8,833	\$ -	\$ -
	Head Start	\$ 954	\$ 8,833	\$ -	\$ -
	Head Start + PFCC Copay	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only
	CPP Only: Income < 200% FPL	\$ 954	\$ 8,833	\$ 432	\$ 4,004
	CPP Only: Income 201-250% FPL	\$ 693	\$ 6,419	\$ 302	\$ 2,797
	CPP Only: Income 251-300% FPL	\$ 432	\$ 4,004	\$ 172	\$ 1,590

	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
4  *  S T A R	Full-Time PFCC (25 to 60 hours)	\$ 465	\$ 4,307	PFCC co-pay only	PFCC co-pay only
	Part-Time PFCC (0 to 24.9 hours)	\$ 502	\$ 4,643	PFCC co-pay only	PFCC co-pay only
	ODE ECE Grants	\$ 522	\$ 4,833	\$ -	\$ -
	Head Start	\$ 306	\$ 2,833	\$ -	\$ -
	Head Start + PFCC Copay	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only
	CPP Only: Income < 200% FPL	\$ 954	\$ 8,833	\$ 432	\$ 4,004
	CPP Only: Income 201-250% FPL	\$ 693	\$ 6,419	\$ 302	\$ 2,797
	CPP Only: Income 251-300% FPL	\$ 432	\$ 4,004	\$ 172	\$ 1,590

	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
5  *  S T A R	Full-Time PFCC (25 to 60 hours)	\$ 433	\$ 4,008	PFCC co-pay only	PFCC co-pay only
	Part-Time PFCC (0 to 24.9 hours)	\$ 472	\$ 4,366	PFCC co-pay only	PFCC co-pay only
	ODE ECE Grants	\$ 522	\$ 4,833	\$ -	\$ -
	Head Start	\$ 306	\$ 2,833	\$ -	\$ -
	Head Start + PFCC Copay	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only	PFCC co-pay only
	CPP Only: Income < 200% FPL	\$ 954	\$ 8,833	\$ 432	\$ 4,004
	CPP Only: Income 201-250% FPL	\$ 693	\$ 6,419	\$ 302	\$ 2,797
	CPP Only: Income 251-300% FPL	\$ 432	\$ 4,004	\$ 172	\$ 1,590



**Acknowledgement Receipt  
Signature Required**

My signature on this form constitutes acknowledgement that I have received and read the 2021-2022 Tuition Assistance Program Overview, reviewed the Provider Manual and agree to comply with all of the policies and rules outlined therein.

**Please Print:**

First & Last Name: \_\_\_\_\_

Name of Preschool: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_

Provider's Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_



## **Cincinnati Preschool Promise Resource Guide:**

- 1.) TPG (Teacher Promise Grant)**
- 2.) Professional Development Classes**
- 3.) Marketing Resource**
- 4.) African American Chamber membership (1 year for new member's)**
- 5.) Additional coaching for 3,4,5 STAR centers**

**2021-2022 Tuition Assistance Tables - Centers, Type A, Type B  
For TA Provisional Providers Only**

U n r a t e d	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 289	\$ 2,718	\$ -	\$ -
	Part-Time PFCC (0 to 24.9 hours)	\$ 324	\$ 3,054	\$ 51	\$ 479
	CPP Only: Income < 200% FPL	\$ 769	\$ 7,244	\$ 385	\$ 3,622
	CPP Only: Income 201-250% FPL	\$ 577	\$ 5,433	\$ 288	\$ 2,716
	CPP Only: Income 251-300% FPL	\$ 513	\$ 3,622	\$ 192	\$ 1,811

1 * S T A R	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 289	\$ 2,718	\$ -	\$ -
	Part-Time PFCC (0 to 24.9 hours)	\$ 324	\$ 3,054	\$ 51	\$ 479
	CPP Only: Income < 200% FPL	\$ 769	\$ 7,244	\$ 385	\$ 3,622
	CPP Only: Income 201-250% FPL	\$ 577	\$ 5,433	\$ 288	\$ 2,716
	CPP Only: Income 251-300% FPL	\$ 513	\$ 3,622	\$ 192	\$ 1,811

2 * S T A R	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 289	\$ 2,718	\$ -	\$ -
	Part-Time PFCC (0 to 24.9 hours)	\$ 324	\$ 3,054	\$ 51	\$ 479
	CPP Only: Income < 200% FPL	\$ 769	\$ 7,244	\$ 385	\$ 3,622
	CPP Only: Income 201-250% FPL	\$ 577	\$ 5,433	\$ 288	\$ 2,716
	CPP Only: Income 251-300% FPL	\$ 513	\$ 3,622	\$ 192	\$ 1,811

**2021-2022 Tuition Assistance Tables - Centers, Type A, Type B  
For TA Provisional CISE Providers Only**

U n r a t e d	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 201	\$ 1,893	\$ (184)	\$ (1,729)
	Part-Time PFCC (0 to 24.9 hours)	\$ 237	\$ 2,229	\$ (148)	\$ (1,393)
	CPP Only: Income < 200% FPL	\$ 681	\$ 6,419	\$ 297	\$ 2,797
	CPP Only: Income 201-250% FPL	\$ 489	\$ 4,608	\$ 201	\$ 1,891
	CPP Only: Income 251-300% FPL	\$ 297	\$ 2,797	\$ 105	\$ 986

1 * S T A R	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 201	\$ 1,893	PFCC co-pay only	PFCC co-pay only
	Part-Time PFCC (0 to 24.9 hours)	\$ 237	\$ 2,229	\$ (148)	\$ (1,393)
	CPP Only: Income < 200% FPL	\$ 681	\$ 6,419	\$ 297	\$ 2,797
	CPP Only: Income 201-250% FPL	\$ 489	\$ 4,608	\$ 201	\$ 1,891
	CPP Only: Income 251-300% FPL	\$ 297	\$ 2,797	\$ 105	\$ 986

2 * S T A R	Additional Funding Sources	SCHOOL DAY		PART DAY	
		Per Month	Per School Year	Per Month	Per School Year
	Full-Time PFCC (25 to 60 hours)	\$ 201	\$ 1,893	PFCC co-pay only	PFCC co-pay only
	Part-Time PFCC (0 to 24.9 hours)	\$ 237	\$ 2,229	PFCC co-pay only	PFCC co-pay only
	CPP Only: Income < 200% FPL	\$ 681	\$ 6,419	\$ 297	\$ 2,797
	CPP Only: Income 201-250% FPL	\$ 489	\$ 4,608	\$ 201	\$ 1,891
	CPP Only: Income 251-300% FPL	\$ 297	\$ 2,797	\$ 105	\$ 986