

# INSTRUCTIONS

## Dear Parents,

We are excited to notify you that you may now be eligible for Child Care Vouchers, a new opportunity to assist your family with the high cost of childcare.

As of Oct 17, 2022, more funds are available for this grant, allowing mid-income families to directly apply without a waitlist.

## Does my Family Qualify?

- Only families who are NYC residents are eligible for this grant.
- Family income must be within 300% of the Federal Poverty Level, as demonstrated by the table below. (Family size as listed on your 1040 tax returns form, includes parents and dependents.)

Family Size	Monthly Income Eligibility	Annual Income Eligibility
2	\$4,578	\$54,930
3	\$5,758	\$69,090
4	\$6,938	\$83,250
5	\$8,118	\$97,410
6	\$9,298	\$111,570
7	\$10,038	\$120,455
8	\$10,261	\$123,132
9	\$10,484	\$125,808
10	\$10,707	\$128,485
11	\$10,930	\$131,162
12	\$11,153	\$133,839
13	\$11,376	\$136,516
14	\$11,599	\$139,192

- Both parents (in a 2-parent household) must be working at least 10 hours a week and earning at least minimum wage (15\$/h). (Parents can qualify if that can prove they are studying or looking for work instead.)

## How Do Vouchers Help Me?

- For School Aged Children (ages 6 - 13) Child Care Vouchers can be used to cover the cost of childcare from 3:00-6:00 pm.

- Vouchers are available throughout the summer and can be used towards Bais Rivkah Day Camp enrollment, resulting in lower summer childcare costs.

### **Are High School Students Eligible for Child Care Vouchers?**

For students with disabilities who have an IEP (Individualized Education Plan) and receiving P3 or other related services, voucher eligibility can be extended through age 19.

### **Are Preschool Students Eligible for Vouchers?**

- Beth Rivkah is working on obtaining the licensing needed for our younger students to be eligible for Child Care Vouchers. Please include your preschool aged children in the ACS application. As soon as our program is licensed, we will assist you with using your voucher to enroll your daughter in our Preschool Child Care Vouchers program.
- Children in Head Start need not apply at this time, and can apply in April to be eligible to cover childcare from the summer and beyond

### **How do I Apply?**

In order to be approved, you will need to complete two separate steps through two separate agencies.

**ACS** is the agency that will approve your financial eligibility for Child Care Vouchers.

**Whedco** is the agency that will register your child in Beth Rivkah's Child Care program.

**Please be sure to read the instructions and complete the forms carefully, since each form must be completed according to different specifications and sent to different agencies.**

### **ACS Voucher Application**

- Section 1: Complete your family's home information
- Section 2: List the children for which you are requesting care. Please include all eligible children. (Eligible students ages 6 - 13, High School students with an IEP and preschool-transition as well. If you have children in other schools with an eligible Child Care program, you may list them as well.)
- Section 2B: List all other family members which were not listed previously.

- Section 3: Explain the reason(s) for which you need childcare assistance.  
IMPORTANT: If you are requesting child care for any reason other than employment (such as vocational training/educational activities, or looking for work, there are additional forms you will need to complete. Please send us an email at [aftercare@bethrivkah.edu](mailto:aftercare@bethrivkah.edu) to request these forms.)
- Section 4: Complete the employer information for each of the parents.
- Section 5: Detail your work schedule. While completing the schedule, please keep in mind that Child Care Vouchers will only be awarded during hours that no parent is available to care for the child(ren), and Beth Rivkah's childcare program is open, during the following days and times: Sunday 9 am to - 1 pm, and Monday through Thursday 3 pm - 6 pm.
- Section 6: List all sources of income. Please see table on page 1 of this instructions packet for family annual income eligibility requirements.
- Section 7: Please complete Beth Rivkah's program details, as follows:  
Name: Associated Beth Rivkah Schools  
Program #: 1600023  
Address: 470 Lefferts, Brooklyn, NY, 11225  
If you have children in the Child Care Vouchers program in another school, you should complete the details for the other programs as well. If not, leave the rest of the fields blank.
- Section 8: Both Parents should sign and date.
- Section 9: Please leave this section blank.
- Documentation: The last 2 pages include a list of documentation you must provide to provide your eligibility. (Ex: Birth Certificate, ID etc.) Please be sure to copy each document mentioned to include in your application.

**Once you complete the forms and collect all documentation, mail it all via USPS ONLY to**

NYC Children - EDU

P.O. Box 40

Maplewood, NJ 07040

Documents cannot be sent by Fedex or UPS to a PO Box.

Before mailing, be sure to remove the cover "ACS Voucher Application" page.

**Please note:** ACS must receive this form within 30 days of signing. Make sure to send it right away. We have had multiple returned Vouchers due to missed deadlines.

## **Whedco Enrollment Form**

**Note:** The Whedco Enrollment forms should NOT be mailed with the ACS forms.

Most of the Whedco forms are pre-filled for you. Only pages 10, 11 and 12 need to be completed.

### Page 10

Complete section 2: Parent/caretaker information with details of one (working) parent. For subsidy paying county, write the county in which you are located. Crown Heights is located in Kings County.

### Page 11

List every child currently eligible for Vouchers in Beth Rivkah. This includes:

- Students aged 6-13
- High School students who have an IEP (individualized Education Plan)
- **Do not** list your pre-school age children.
- **Do not** list children studying in other schools.

For every child, choose the option that the program will provide snacks and the parent will be responsible for administering medication.

### Page 12

Sign under parent caretaker.

Once completed, please drop off the Whedco forms at Beth Rivkah. We will obtain the director's signature and go to the Whedco office on your behalf.

It can be handed in by either being dropped off at the administration offices at 405 Lefferts (Corner New York), or: have your daughter drop it off at the front office at 470 Lefferts.

## **When Will I Hear Back?**

The approval process for the Child Care Vouchers can take between 2 - 8 weeks. Please wait patiently. Both the parents and the school will be notified once you are approved. At that point you will receive a call from our offices to notify you of your adjusted monthly payments.

You might receive notification via email by either ACS or Whedco if something is missing. If you are unsure what to do, please call us right away so we can assist before the deadline passes.

Please don't hesitate to reach out with any questions. We are here to help you through the process.

If you require assistance, please email us at [aftercare@bethrivkah.edu](mailto:aftercare@bethrivkah.edu).