



Our vision for Rowan County is that the entire community will join with its families to ensure that every child grows up in a healthy, safe, supportive, nurturing environment with hope instilled, dreams encouraged and individuality valued.

1839 Jake Alexander Blvd. West – Salisbury, NC 28147
P: 704-630-9085 F: 704-630-6259 - www.rowan-smartstart.org

Dear Parent/Guardian,

Thank you for inquiring about our Child Care Scholarship or Emergency Child Care Assistance program.

Smart Start Rowan's Child Care Scholarship is designed for families who exceed up to 25% above the Department of Social Services' (DSS) Maximum Gross Monthly Income Eligibility Limits (eff. Aug. 1, 2009) and/or who have exceeded the 24 months of child care financial assistance allowed by DSS for families who are attending a college/university.

Smart Start Rowan's Emergency Child Care Assistance is designed to assist families with child care costs during short-term family emergencies resulting in a loss of income due to illness, separation/divorce, or termination of employment due to no fault of their own. The emergency child care assistance covers child care costs, contains no parent fee and may only be available for children who are currently enrolled in a licensed child care facility.

Emergency Child Care Assistance and Child Care Scholarships are only available for families who are residents of Rowan County with children, birth – 5 years old who are not enrolled in kindergarten, that attend or are planning to attend a licensed child care facility.

Below is a check list of materials that will need to be returned before we can process your preliminary application:

- _____ **Completed Child Care Scholarship Application**
Families seeking Emergency Child Care Assistance must also complete the narrative on the back of the application.
- _____ **Completed Employment Verification Form**
Required for every individual residing in the household who is legally responsible for the child needing care.
- _____ **Copies of most recent check stubs showing one full month of income**
Required for every individual residing in the household who is legally responsible for the child needing care. If self-employed, please provide a copy of last year's taxes.
- _____ **Copy of child(ren)'s birth certificate**
- _____ **Proof of street address**
Acceptable forms would be a copy of a utility bill, cable bill, telephone bill, etc.
- _____ **Child support payment history for the past three (3) months**
This information may be obtained by one of the following ways:
 - a) Contact Rowan County's Child Support Enforcement at 704-216-8323 and request documentation for past three months.
 - b) Contact NC Child Support Enforcement at 1-800-992-9457 and request documentation for past three months.
 - c) Visit www.ncchildsupport.com and print past three months of payments.
 - d) Complete enclosed Contribution Form if child support is not court ordered.
- _____ **Class schedule for parents/guardians enrolled at higher education institutions**

Completed application packets may be faxed to 704-630-6259 or mailed/hand-delivered to Smart Start Rowan, 1839 W. Jake Alexander Blvd., Salisbury, NC 28147. If materials are faxed, please contact our office to ensure that the complete packet was received.

The materials listed above must be completed and returned by _____.
It is your responsibility to ensure that all materials are received by Smart Start Rowan. If all materials, as requested above, are not returned by the above date, your packet will be determined incomplete and you will be placed at the bottom of our waiting list.

We will contact you to schedule an appointment if the information that is provided indicates that your family may be eligible for a Child Care Scholarship or Emergency Child Care Assistance. We are unable to assist "walk-in" families. Please contact Millie Nelson at 704-603-3372 or April Furr at 704-603-3366 if you have any questions.

If you are searching for child care or would like more information about quality indicators, please contact JoAnn Cross, Referral Specialist, at 704-603-3354 for free child care referrals.

Sincerely,

Millie Nelson
Subsidy Coordinator

Rev. 10/08, 11/08, 9/09, 11/09