



GUIDELINES TO APPLY FOR FINANCIAL AID

Edina KIDS Club offers a temporary financial aid program for qualifying families in need of assistance to pay for child care fees (up to a child's 13th birthday). All of the financial aid available to eligible families has been contributed by other KIDS Club families and supportive community members. **To qualify, you must be working (minimum of 20 hours/week) or going to school (with an approved school plan and 10 hours/week or more).** If you are unemployed, some financial aid may be available during times needed for job search activities only (i.e. interviewing). To be considered for aid due to unemployment, you would need to write a letter explaining your situation in detail and complete the attached application. Our financial aid program strictly follows the guidelines required to qualify for Hennepin County childcare assistance.

The amount of aid available is limited and is intended to serve as temporary assistance until a family can get assistance from the State or County. **To be eligible and apply for financial aid through Edina Community Education, you must first apply for aid from Hennepin County AND have your name placed on their waiting list.** For more information on applying for child care subsidy and to place your name on the waiting list call:

612-348-5937 (Hennepin County, if employed or going to school)

NOTE: Basic information about child care assistance programs is also available on the Hennepin County Child Care website: www.co.hennepin.mn.us/ccca/ccawelcome.htm

ELIGIBILITY GUIDELINES

- Financial aid is only available if you are working or going to school. If unemployed, financial aid is only available on a limited basis for job search activities if you write a letter explaining your situation.
- Financial Assistance is granted for a **three month** period. You may reapply for financial aid if you remain on the waiting list at Hennepin County for child care assistance.
- Our financial aid program is available while you are on the Hennepin County waiting list one time (cannot go on and off the wait list). We realize that the waiting list is many months long and you can continue to receive aid while you are on the list as long as you remain eligible. If you do not return Hennepin County's application to receive child care assistance when your name reaches the top of the waiting list, you will be ineligible for our financial aid program because our funds are limited. Be sure to notify Hennepin County if you move or they will not forward their application materials.
- If you need to continue receiving assistance, you must reapply before the end of the three month period.
- **Financial assistance cannot be granted retroactively.**
- Please inform the Edina KIDS Club office immediately of any change in your employment status, child support, or child care costs.

APPLICATION REQUIREMENTS

Information provided in the financial aid application will be kept confidential. In order to fairly assess a family's eligibility, all information requested below must be complete or your application will be returned unprocessed:

- 1) Complete the attached application for financial aid. **Include all information requested.**
- 2) Attach verification of:
 - Your attempt to get aid from Hennepin County or the State Sliding Fee (usually Hennepin County will send you a confirmation form letter that you are on their wait list for subsidy)
 - Gross (before taxes) Income from all members of your household for two months (i.e. paycheck stubs, letter from employer)
 - The most current tax return
 - If parent is a full-time student, attach your current class schedule which shows the hours of classes that is provided by the school or training program being attended.
 - Alimony or child support you receive
- 3) Submit the application and and all documentation to the Edina KIDS Club office, Edina Community Center, 5701 Normandale Road, Edina, MN 55424.

Please call **(952-848-3961)** if you have any questions about your application or financial assistance.

Edina KIDS Club is a program of Edina Community Education Services of the Edina Public Schools
Edina KIDS Club/5701 Normandale Road/Edina, MN 55424/Ph:952-848-3975 Fax:952-848-3977



**APPLICATION FOR CHILD CARE FINANCIAL AID
EDINA KIDS CLUB
5701 NORMANDALE ROAD/EDINA, MN 55424**

Applicant Name: _____ Home Phone: _____
 Address: _____ Work Phone: _____
 City: _____ State: MN Zip: _____ Email: _____

List all persons residing in your household:

Last Name, First Name	Birthday	Relationship	Sex	Student (Y/N)	Marital Status*	*Marital Status Codes
						S=Single
						M=Married
						LS=Legally separated
						MS=Married but involuntarily separated
						WD=Widowed
						DV=Divorced

Name of Child(ren)'s other Parent if not living in the same household:	
Home Address (Street, City, State, and Zip):	
Home Phone:	
Work Phone:	

STATEMENT OF INCOME

Date you applied for the Hennepin County Child Care Assistance waiting list: _____

Complete the information below on income for all household members (including yourself) who are 14 years of age or older.

Employment/Training	Yourself	Spouse	Other
Employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No (limited aid available)	<input type="checkbox"/> Yes <input type="checkbox"/> No (limited aid available)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hours worked per week:			
Student/Training Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of school/training program:			
Description of degree/area of study:			
Type of Monthly Income ↓	\$	\$	\$
Gross (before taxes) Wage/Salary <i>If Paid hourly, pay per hour</i>			
Child Support			
Social Security			
Unemployment Insurance			
Alimony (spousal maintenance)			
Other:			
TOTAL HOUSEHOLD MONTHLY INCOME:			

I understand and agree to the following:

- This application is for financial aid to pay for child care provided by Edina KIDS Club while **working or attending a training program**. If unemployed, I need to write a letter explaining the need for assistance. Aid will only be available during times I am actually performing work search tasks (i.e. interviewing).
- I am eligible to be subsidized for child care as long as I continually work and/or attend the training program and remain on the Hennepin County waiting list.
- I must apply to Hennepin County for state sliding fee assistance (place name on waiting list).
- **This subsidy is for a three month period.**
- I may reapply after three months if I am still on the waiting list for the state sliding fee subsidy from Hennepin County.
- I must inform the Edina KIDS Club office of any changes in income or number of persons in my household.
- I must attach all documentation stated in the guidelines.
- I agree that if it becomes necessary for Edina KIDS Club to verify that my name remains on the county waiting list for child care assistance, that they may do so with my permission. I release the county and Edina KIDS Club from any liability brought about by this request for information.

I affirm that the statements I have made in this application are true and accurate.

Applicant's Signature

Date

For Office Use Only:

Months of Coverage	Actual Amount	Co-Pay	Amount Funded
Totals:			
<input type="checkbox"/> Verified Wait List	Wait List Date:		

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