



CCS Parent Responsibilities

Below are parent responsibilities for a child or family who has been awarded Child Care Scholarships (CCS) also known as POC vouchers or childcare subsidy.

At time of registration, parent(s) are responsible for:

- Providing current subsidy documentation, no later than 30 days after the authorization date.
- Completing the CCS Co-Payment Agreement and with proof eligibility.
- Paying the registration fee difference from CCS allowed \$100 registration fee and KKCC's current rate.

On or before the first day of service, parent(s) are responsible to:

- Pay the difference of the first two weeks of service after the scholarship award amount is deducted from current rate. Current rate \$_____ - CCS scholarship \$_____ = \$_____
 - Pay the required two-week security deposit at regular rate. \$_____
 - Pay they yearly Book Fee at regular rate. \$_____
- Total Initial Payment \$_____

Parent(s) are also responsible for:

- Keeping the scholarship current.
- Paying the balance/difference of tuition not covered by scholarship.
- Cancelling CCS payments when child is no longer enrolled.
- Complying with CCS' audits and policies.

Parents should understand the following:

- The actual payment from CCS may vary from the quoted rate based on the locality of care and the county of the child's residence, as well as the provider's market rate and the tiered level of reimbursement. Should there be a difference in the amount CCS is paying, and the amount quoted, the parent(s) are responsible to bring the account up to date before continuing to pay tuition at the new rate.
- Should the scholarship expire, and a new scholarship has not been submitted before the expiration date, parent(s) will pay tuition at regular rate.

Conditional Refund of Security Deposit:

60 - 90 days after the withdrawal date a refund of the remaining security deposit will be issued ONLY after parental written request and if ALL payments have been made from CCS. Should there be any missing CCS payments, the amount of the missing payment(s) will be deducted from the security deposit. Should the missing CCS payments amount exceed the remaining security deposit, parents will NOT be responsible for the difference.

I have read and understand the above.

Child's Name

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature