



## **SELF HAND-UP**

# **Tuition Assistance Program ELC Procedures & Requirements**

### **FIRST STEPS:**

- After identifying possible qualified participants, new or existing, give them the program flyer and the Pre-Eligibility form so you and they can determine whether to complete the Application.
- Give the application (either paper or digital) to those who do initially qualify based on the Pre-Eligibility form and the Income Eligibility Chart. Have the completed form and required substantiating documents returned to Mary at the Santoro Foundation - [mary@santorofoundation.org](mailto:mary@santorofoundation.org). Alternatively, they may email Mary to request an application be emailed to them. They may black out sensitive info, such a SSNs, if there is any concern about sending us their financial records.
- We will review the completed application and substantiating documentation to affirm their eligibility, and then contact the applicant to let them know of approval status. If approved, we'll ask them to agree on a time for a virtual interview to meet them briefly and answer any questions. You will then be notified of their approval status.

### **NEXT STEPS:**

- Each month your center will email a "bill" to us to include an itemized listing of current participants, and we will then submit payment to your center an amount totaling \$160 per approved participating child.
- Upon receipt of our assistance payment each month, you will apply a \$160 per month credit to the account of each child enrolled in our assistance program.
- In the event that a participating child or family leaves your center for any reason, you will notify us of their departure and cease billing us for the child(ren) leaving the program.
- We will reach out to the participating families from time to time to get their feedback about how this program is making a difference for their family.