



Procedures for Centers

First Steps

After identifying potentially qualifying participants (*new or existing enrollees*), give them: 1) our parent info flyer, 2) our income eligibility chart, and 3) our Pre-Eligibility Form so you and they can determine whether they qualify to apply. If they DO appear to qualify, you or they can email the completed pre-eligibility form to us, and if they qualify, we will then send them our full application.

All completed pre-eligibility forms are to be emailed to margarita@santorofoundation.org

We will review the completed application and substantiating documents after the applicant provides them, and we will notify you and the applicant of their approval status. When approved, we'll have a virtual meeting and then our assistance begins immediately!

What We Need From You

- Each month you will email a "bill" or invoice to us including an itemized listing of all current participants, and we will then submit payment to your center for an amount totaling \$200 per approved participating child.
- Upon receipt of our assistance payment each month, you will apply a \$200 per month credit to the account of each child enrolled in our assistance program.
- When any participating child/family leaves your center or becomes eligible for VPK or enters kindergarten, you will immediately notify us that they are no longer participating in our program, and cease billing us for the child(ren) leaving the program.
- **That's it!**

We will periodically reach out to participants to get their feedback about how this program is making a difference for their families.