



# Good Start Grants – Agreement Form

Funding is provided by local community agencies.  
For a complete list of funders, please visit our website at [www.childcaring.org](http://www.childcaring.org)

*Good Start Grants (GSG) provides financial assistance for eligible families in Portage & Marathon County, to ensure they have access to quality, affordable child care; this is dependent upon continued funding.*

Director/Owner: \_\_\_\_\_ Program Name: \_\_\_\_\_

GSG Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Program Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

### Provider Guidelines:

- Your program must maintain a YoungStar rating of 3 Stars or higher to participate.
  - If your program drops below 3 stars, GSG will remain in effect for 4 weeks from the rating drop date. If your program is unable to maintain 3 stars after this 4 weeks, it will be withdrawn from GSG.
  - If your program receives a revocation notice from licensing or certification and/or receives a 1-star rating, GSG will remain in affect up to 10 days from the revocation notice/rating date.
- A copy of your current tuition/rates are required at time of application, and when rates change.
  - If your rates change during the authorized year, new rates will be used if funding will support the increase. Families will be responsible for any amount greater than the GSG portion.
- Employees are eligible to apply for GSG, but will not be able to be in the same room as their children.
- An Employee Handbook is required indicating whether or not a child care discount is given. If any discounts (multiple children, staff discount, etc.) are given, GSG will be based off the lower tuition rate.
- Childcaring may request sign in/out sheets or make unannounced visits to assure program integrity.
- Your program will be reimbursed monthly through direct deposit as long as attendance forms are received by the 5<sup>th</sup> of the following month. *Example: June attendance is due by July 5<sup>th</sup> to receive payment.*
  - If forms are not received, payment cannot be guaranteed by the 15<sup>th</sup> of the month. If this happens, payment will be applied to the following month, as long as attendance is received.
- Childcaring will notify you when parent applications are complete and approved.
- Your program is required to participate in an annual meeting to receive GSG for the following year.
- If you are aware that a family's eligibility of GSG has changed (due to additional income, schedule changes, etc.) you are required to report that information to Childcaring.
- If fraud is determined, you will be dismissed from GSG and subject to reimbursement of funds received.

I have read, understand, and agree to the Guidelines stated above. I agree to notify Childcaring, Inc. immediately if there are any changes. Failure to report changes or follow guidelines could result in the termination of participation with Good Start Grants. This agreement form is subject to change; programs will be notified when changes occur and asked to sign an updated copy annually.

\_\_\_\_\_  
Director/Owner Signature \_\_\_\_\_  
(By typing your name, you agree that your typed signature is the legal equivalent of your handwritten signature) Date