



September 9, 2020

Enclosed you will find Petaluma People Services Center's Childcare Voucher application for the initial 12 week period of Distance Learning. (If Distance Learning continues beyond this time period, we will notify you if there are funds to continue this program). **You will need to submit a referral from your elementary school for this program.**

It is our goal to prioritize families who are low income, have children who are English Language Learners and/or have been referred by their principal. We wish we could serve more families, but resources are limited. The Childcare Voucher will cover 100% of the costs for this program after other qualified discounts are applied and will be paid directly to the agency who is providing the childcare. Applicants must qualify for enrollment in the selected childcare center.

The application can be found on our PPSC website:
<https://petalumapeople.org/distance-learning-childcare-voucher/>
or call the office and have the application emailed or mailed to you.
If you have any questions, call us at 707-765-8488.

Applications can be delivered, mailed or submitted on-line to
Petaluma People Services Center
1500 Petaluma Blvd. South
Petaluma, CA. 94952

Questions admin@petalumapeople.org

School districts in Petaluma do not sponsor, staff, supervise or endorse the information, activities, or events posted.

VOUCHER PROGRAM FAQs

WHO IS ELIGIBLE TO PARTICIPATE?

- Families whose child attends elementary school in Petaluma
- Families with a referral from their elementary school
- Families that qualify for enrollment in selected childcare center

WHAT IS A CHILD CARE VOUCHER?

A Childcare Voucher is a written authorization which shows the amount the Petaluma People Services Center Voucher Program will pay toward childcare services for a specific child. The family takes the voucher to a childcare vendor to receive childcare services.

HOW DOES THE SUBSIDY WORK?

After submitting an application and following a telephone screening, a representative of Petaluma People Services Center determines your eligibility for the subsidy program. If the family is eligible and subsidy funds are available, the family is issued monthly childcare vouchers. The family and PPSC work together to determine the appropriate placement of which childcare center will be used. The childcare provider signs an agreement to indicate acceptance of the terms of the Voucher Program. The childcare provider submits a voucher to PPSC **each month** for services provided.

HOW IS THE AMOUNT OF THE CHILD CARE VOUCHER DETERMINED?

The amount of the Childcare Voucher depends upon the cost of the childcare facility that is chosen. PPSC is dedicated to paying the full amount of the facility's tuition after other qualified discounts are applied.

CAN THE CHILD CARE VOUCHER BE USED WITH ANY CHILD CARE PROVIDER?

No. The childcare provider is determined in collaboration between PPSC and the family.

WHO RECEIVES THE PAYMENT FOR THE CHILD CARE VOUCHER?

The childcare provider receives the voucher payment.

HOW CAN FAMILIES APPLY FOR THE PROGRAM OR GET MORE INFORMATION?

Families may call PPSC at 707-765-8488, Monday through Friday, 9:00a.m.-2:00 p.m.

APPLICATION PROCEDURE

- 1) Family and/or guardian must apply directly through the Petaluma People Services Center Staff.
- 2) Complete and return application forms along with a referral from your principal to the program.
- 3) Applications are received by PPSC staff. Staff completes follow-up information (should it be needed) from referring school and works with family to determine appropriate childcare facility placement. Placement is contingent on availability at the site.
- 4) Application is either approved or disapproved by the other PPSC staff.

Distribution of Funds

Petaluma People Services Center will be responsible for distribution of vouchers and funds. A voucher is sent to the family if funding is awarded. Family presents voucher to provider. Provider sends voucher and request for payment to the PPSC Childcare Coordinator; check request is completed by the Coordinator and PPSC cuts the check and sends to provider for services rendered.

Distance Learning Childcare Support Application

#1 Parent/Guardian Name:

Address:

Telephone:

Place of Employment:

Address:

Gross Monthly Income: \$

#2 Parent/Guardian Name:

Address:

Telephone:

Place of Employment:

Address:

Gross Monthly Income: \$

Total number of people in household:

#1 Child's Name:

D.O.B.

Age

Race

Referring School:

Preferred Childcare Center:

#2 Child's Name:

D.O.B.

Age

Race

Referring School:

Preferred Childcare Center:

#3 Child's Name:

D.O.B.

Age

Race

Referring School:

Preferred Childcare Center:

Petaluma People Services Center

RACE AND ETHNICITY INTAKE

ETHNIC CATEGORIES		Select One
Hispanic or Latino		
Non-Hispanic or Latino		
	RACIAL CATAGORIES	SELECT ALL THAT APPLY
1	American Indian or Alaska Native	
2	Asian	
3	Black or African American	
4	Native Hawaiian or Other Pacific Islander	
5	White	
6	American Indian or Alaska Native White	
7	Black or African American and White	
8	Other	

AGREEMENT: The undersigned, in consideration of participation in this program, agrees to indemnify and hold Petaluma People Services Center from any liability due to personal injuries, misconduct, damages to property or negligent acts incurred by the childcare provider.

* Please Note: If custody of children is joint "legal" then both parents are asked to sign. If one parent holds sole "legal" custody, then only the signature of that parent is required. If one parent is absent and cannot be found, please attach a letter indicating the situation, sign and date.

Signed: _____ (Parent or legal guardian) Date: _____
Signed: _____ (Parent or legal guardian) Date: _____
Reviewed by: _____ Date: _____

