

**UNITED WAY OF YELLOWSTONE COUNTY  
CARE ACADEMY TUITION ASSISTANCE PROCEDURES**

The parent/guardian will apply online at: <https://www.unitedwayyellowstone.org/form/care-tuition-assistance->

The following documentation must be uploaded within the online application:

- A copy of the most recent tax return which verifies household size and proof of total income.
- Copies of most current employment pay stubs for the last four pay periods.

Applications can be submitted on or before the 15<sup>th</sup> day of the month for consideration for tuition assistance in the following month. The applicant’s account balance must be \$0 in order to apply for tuition assistance. All documentation must be submitted by the deadline in order to be considered a complete application. Applicants will be notified in writing from the Out-of-School Time Director as to the amount of tuition assistance by the first day of the month. Co-payments are due on the 20<sup>th</sup> day of the month. No exceptions. Failure to make a co-payment will result in the suspension of the child(ren) from CARE Academy. The award will be given based on our fiscal year of July 1<sup>st</sup> to June 30<sup>th</sup>. Applicants will no longer be required to apply separately for school year and summer programs.

Once the documentation and application have been submitted, the Out-of-School Time (OST) Director will utilize the current year Poverty Guidelines to determine the amount of the award based upon the provided tax return and accompanying pay stubs. Poverty Guidelines are updated annually in February and will be reviewed by the Parent Advisory Council, and the assistance chart will be placed on the CARE Academy website: <https://www.unitedwayyellowstone.org/form/care-tuition-assistance->.

CARE Academy Tuition Assistance Program Based on 2025 Poverty Guidelines								
Assist. Level	65%	60%	55%	45%	35%	25%	10%	
Household Size	Poverty Level	150%	165%	185%	200%	250%	300%	
2	\$ 21,150.00	\$ 31,725.00	\$ 34,828.00	\$ 39,128.00	\$ 42,300.00	\$ 52,875.00	\$ 63,450.00	
3	\$ 26,650.00	\$ 39,975.00	\$ 43,9730.00	\$ 49,303.00	\$ 53,300.00	\$ 66,625.00	\$ 79,950.00	
4	\$ 32,150.00	\$ 48,225.00	\$ 53,048.00	\$ 59,478.00	\$ 64,300.00	\$ 80,375.00	\$ 96,450.00	
5	\$ 37,650.00	\$ 56,475.00	\$ 62,123.00	\$ 69,653.00	\$ 75,300.00	\$ 94,125.00	\$ 112,950.00	
6	\$ 43,150.00	\$ 64,725.00	\$ 71,198.00	\$ 79,828.00	\$ 86,300.00	\$ 107,875.00	\$ 129,450.00	
7	\$ 48,650.00	\$ 72,975.00	\$ 80,273.00	\$ 90,003.00	\$ 97,300.00	\$ 121,625.00	\$ 145,950.00	
8	\$ 54,150.00	\$ 81,225.00	\$ 89,348.00	\$ 100,178.00	\$ 108,300.00	\$ 135,375.00	\$ 162,450.00	
9	\$ 59,650.00	\$ 92,650.00	\$ 97,208.00	\$ 107,752.00	\$ 115,660.00	\$ 142,020.00	\$ 168,380.00	
10	\$ 67,660.00	\$ 100,720.00	\$ 101,928.00	\$ 112,472.00	\$ 120,380.00	\$ 146,740.00	\$ 173,100.00	

Tuition assistance covers the school year, summer, and whole days. The OST Director will complete the tuition assistance award letter with monthly co-payment amounts. The award letter, application, and supporting documents are given to the Finance Director. It then goes before the President/CEO for final approvals. Once final approval is received, the OST Director emails the award letter to the payer. A monthly tuition assistance report will include assistance awarded, number of children served, and site.

The budgeted amount of tuition assistance is determined prior to the fiscal year and runs from July to June annually by the Board of Directors. The tuition assistance award is available on a first-come, first served basis. If there are not enough funds available to help those in need, a review will be conducted and if there are additional monies needed, the President/CEO may request additional consideration from the Finance Committee and Board of Directors. There will be a waitlist and notification to applicants if funds are not available.

**Emergency/Temporary Assistance Program:**

Emergency Child Care Tuition Assistance is temporary financial assistance to help cover child care costs for families and guardians who are facing crisis situations such as a recent job loss, domestic violence, the death of a spouse, extreme medical circumstances, homelessness, or natural disaster. Emergency Child Care Assistance is intended to help with child care costs for a short period of time while families address their emergencies.

The Emergency Child Care Tuition Assistance Program is available for 30 days, but can be extended for up to 60 days and will cover 50% of the monthly tuition. These instances are addressed by internal review by the Director of Out-of-School Time Programs, the Finance Director, and the President/CEO.