



202 West Superior Street, Suite 610
Duluth, Minnesota 55802
218.723.4040 * 800.433.4045 * northlandfdn.org

March 6, 2018

On behalf of: [REDACTED]

Dear Parent or Guardian:

We are happy to have your family participating in the Early Learning Scholarship program and look forward to supporting your family's access to a high quality education experience in preparation for kindergarten. You will find the scholarship award details for your records below.

The actual scholarship award amount is \$ [REDACTED] for your child, [REDACTED]. The scholarship start date is [REDACTED] and is for 12 months from the award date. The actual scholarship award amount reflects the actual need based on your child's schedule, program type, and other publically available funds. Be sure to notify us right away if the estimates you provided change significantly anytime during your award period. We may be able to increase the award amount, as long as funding is available.

You are eligible to renew the scholarship annually until [REDACTED] becomes age-eligible for kindergarten. If your child is eligible to renew, about 6-8 weeks prior to your renewal date, you will receive renewal paperwork that you will need to complete and return to our office. *****If your child will be age 5 on September 1st, 2018 his/her scholarship will automatically expire on 8/31/2018, regardless of when your child actually begins school.***

Please notify us of any changes to your contact information. If we are unable to contact you, your scholarship could be jeopardized or terminated. The Northland Foundation, as the Area Administrator, will provide you with more details regarding your award and will notify you when you are close to spending the last of your scholarship award.

As a reminder, if your child is between the ages of three and five, you are required to have an Early Childhood Health and Developmental Screening performed within 90 calendar days of first attending the program, or if currently enrolled within 90 calendar days of receiving the scholarship. To find screening locations, please visit our website at www.northlandfdn.org. Click on the Early Learning Scholarships button. Scroll down and click on **Early Childhood Screening Information**.

Should you have questions, please feel free to contact our office at 218-260-2736 or 800-433-4045.

Sincerely,

A handwritten signature in black ink that reads "Carol Chipman".

Carol Chipman
Region 3 Area Administrator

CC:

Early Learning Scholarship Information

Children age 3 and older have to complete an Early Childhood Screening within 90 days of the award. Please call your local school district to schedule an appointment. Once the screening has been completed please call Carol Chipman and let her know the location and date the screening took place.

1. Families must inform their Area administrator if they have a new address and/or phone number. Scholarships may be jeopardized or canceled if the Area Administrator cannot get in touch with families.
2. Programs cannot claim more than 25 absent days per child per 12-month period. An absent day is any day the program is open and your child does not attend when scheduled to be there. If your child goes over the 25 days of absence, you are responsible for paying for those days out of pocket to the program.
3. Only one program at a time can be billed to the Early Learning Scholarship program.
4. The scholarship amount can be increased in the scholarship year if the program earns a higher Parent Aware Rating that would put them in a different tier, pending availability of scholarship funds. Rating increases cannot be made to an inactive or expired scholarship (or to cover expenses that occurred during the interim period).
5. It is the parent's responsibility to notify the Area Administrator if a child is participating in a Head Start classroom.
6. The Area Administrator can award a lesser amount than the maximum scholarship allowable based on the tuition rates provided by the selected program. Should your tuition rates change, we ask that you notify us right away. The Area Administrator also can reduce the amount of a scholarship based on the spending pattern established within six months after the award. Reduction of scholarships will not be made without informing the family.
7. For families that have yet to select a program, \$7,500 will be held on the child's behalf. However, the scholarship may be prorated to \$5,000 if a program has not yet been selected within three months and to \$4,000 if a program has not been selected within six months. Scholarships will be canceled if a provider has not been selected within 10 months of the award.
8. A scholarship can be renewed every twelve months until your child is age eligible for kindergarten. A month prior to your renewal date you will receive a renewal application in the mail. This documentation has to be sent back within 15 business days. If we do not receive the renewal application back, your scholarship could be jeopardized or terminated.
9. If a child is age eligible for kindergarten, but is held back for any reason, they are still no longer eligible for the Early Learning Scholarship Program.
10. It is the sole responsibility of the parent to inform the Area Administrator of any younger siblings that may be eligible for a scholarship. If a sibling is eligible and is attending the same program as their older sibling, they will be awarded a scholarship based on the availability of funding.
11. A scholarship can transfer to any location in Minnesota as long as the program is star rated in Parent Aware. If you plan on transferring programs, please notify Carol Chipman at the Northland Foundation (800-433-4045) so she can let the new program know your child has a scholarship. Carol will also provide the new program with the date they can begin invoicing for your child.