



1215 Country Club Lane
Fort Worth, Texas 76112
Phone: (817) 923-9888
Fax: (817) 288-0506

Dear Financial Assistance Applicant:

Thank you for considering **Clayton Youth Enrichment** for your childcare needs. We are glad to offer assistance to help make childcare affordable and hope you will be able to use our services.

Funding is limited. Please read the following policies and procedures to help expedite the application process.

Child Care Management Services (CCMS)

If you are receiving Food Stamps or AFDC, you may be eligible for financial assistance through CCMS. Please call **CCMS** at **817-831-0374** immediately to see if you qualify, funds are available or if you will be placed on a waiting list. CCMS can process your application over the phone and inform you of your status. If you are awarded assistance, CCMS will contact Clayton Youth Enrichment. You must call every 30 days to remain on the waiting list.

If you are placed on the CCMS waiting list, please complete the following application process:

Clayton Application Process

Applications are processed within ten (10) working days from the date received. When your application has been processed, we will notify you by phone or email. The following documentation must accompany the application:

- 1. Verification of earned income.** This must be dated within 10 days of submission to us and include all working adults in the family. *See application for more details.*
- 2. Copies of supporting documentation for other sources of income.** Single parents must provide proof of child support. (received/not received) *See application for more details.*

Applications with incomplete information or missing documentation cannot be processed. Therefore, if your child(ren) attend our program before assistance has been awarded, you will be responsible for the full weekly fee.

Because funds are limited, assistance is awarded on a first-come, first-serve basis. If funds aren't currently available, you will be placed on a waiting list and notified as soon as assistance is accessible.

Thank you for your help in following these policies and procedures. We look forward to caring for your children and meeting your childcare needs. If you have questions regarding the application process, please contact any Client Service Representative at our Administrative offices: 817 923-9888.

Sincerely,
The Clayton Youth Enrichment Team

Please scan and email application and documents to:
extra@claytonyouth.org or fax to 817-288-0506.

CLAYTON YOUTH ENRICHMENT

1215 Country Club Lane ∪ Fort Worth, Texas 76112 ∪ 817-923-9888 ∪ FAX: 817-288-0506

Application for Financial Assistance

Section A: Parent/Guardian Information - All information must be completed for application to be processed.

Please check all that apply:

Single Parent Family
 Head of Household
 Both Parents in Home
 Foster Family

I. Applicant's Name & Employment Information: Must be person in charge of account.

Mr/Mrs/Ms _____ Ss# _____ Home Phone: _____

Cell Phone: _____ Email Address: _____

Home Address: _____ Apt. # _____ City: _____ Zip _____

Name of Employer: _____ Work Phone: _____ Ext _____

Pay Period: (Check One) Weekly Every 2 Weeks Twice Per Month Monthly

Hours Per Week: _____ Hourly Rate: \$ _____ Gross Income Before Deductions: _____

II. Spouse/Other Adult & Employment Information: All adults living as part of the same household must be reported. Income for all individuals listed in Section II must be listed in Section III.

Name	Employer/School	Birth Date	Gender	Relationship

III. Sources of Household Income: Please provide ALL sources of income for applicant, children, and all adults listed in Section II. Please provide monthly amounts.

Sources Of Income	Your Monthly Income	Spouse's Monthly Income	Other Family Income
Salary, wages, and tips	\$	\$	\$
Unemployment Compensation	\$	\$	\$
Social Security Compensation	\$	\$	\$
Aid for Dependent Children	\$	\$	\$
Food Stamps	\$	\$	\$
401(k) Retirement	\$	\$	\$
Alimony	\$	\$	\$
Child Support	\$	\$	\$
Housing Allowance	\$	\$	\$
Other	\$	\$	\$
Total Annual Income	\$	\$	\$

Are you on the CCMS Waiting List (please check one)? NO__ or YES__ If yes, date on the list? _____ How long? _____

Verification of employment & earned income for all adults listed above must be returned along with this application.
 For each adult, please provide proof of income (two paystubs, earnings statements, or a statement on employer letterhead) dated within 10 days of application date.

Financial Assistance Application, con't.

Section B: Family Size Information - All information must be completed for each child living in the same household.

***ETHNICITY:** *Hispanic or non-Hispanic*

****RACE:** *White, Black/African American, American Indian/Alaska Native, Asian, Native Hawaiian, Black/White, other multiple race combinations*

Name Of Child	Ethnicity*	Race**	Date Of Birth	Grade	Disabled Yes Or No	Please Check <input checked="" type="checkbox"/> One	
						<input type="checkbox"/> Male	<input type="checkbox"/> Female
						<input type="checkbox"/> Male	<input type="checkbox"/> Female
						<input type="checkbox"/> Male	<input type="checkbox"/> Female
						<input type="checkbox"/> Male	<input type="checkbox"/> Female
						<input type="checkbox"/> Male	<input type="checkbox"/> Female
						<input type="checkbox"/> Male	<input type="checkbox"/> Female

Section C: Attendance Information - Must Be Completed For Each Child Enrolled In Clayton Youth Enrichment

Name Of Child	School	Attendance Plans: Please Check <input checked="" type="checkbox"/> One		
		<input type="checkbox"/> Before & After School	<input type="checkbox"/> After School	<input type="checkbox"/> Summer
		<input type="checkbox"/> Before & After School	<input type="checkbox"/> After School	<input type="checkbox"/> Summer
		<input type="checkbox"/> Before & After School	<input type="checkbox"/> After School	<input type="checkbox"/> Summer
		<input type="checkbox"/> Before & After School	<input type="checkbox"/> After School	<input type="checkbox"/> Summer
		<input type="checkbox"/> Before & After School	<input type="checkbox"/> After School	<input type="checkbox"/> Summer

Section D: Additional Comments: Please explain any special circumstances that would help us determine or justify your need for financial assistance:

I certify that all of the above information is true and complete to the best of my knowledge and that all income has been reported. I agree to abide by all of Clayton Youth Enrichment policies. I understand that failure to comply with these policies may result in the termination of any assistance I may receive. I also understand that any false information provided may result in denial or loss of assistance.

Signature Of Applicant

Date Application Completed

Reminder: Application must be submitted along with...

1. Copies of your last two paycheck stubs, earnings statement OR a letter from your employer verifying your annual salary.
2. Copies of any supporting documentation for incomes listed in Section III:
(Child Support) Sources of Income.