

PRESCHOOL TUITION ASSISTANCE PROGRAM

Serving Calhoun, Pocahontas, and Webster Counties



Guidance for Parents and Guardians

Program Overview

Linking Families and Communities offers Preschool Tuition Assistance to help eligible families access high-quality early learning programs. This support is available to families with children ages **3, 4, or 5** who are **not currently enrolled** in:

- A **Statewide Voluntary Preschool Program**
- A **Shared Visions Program**
- A **Head Start Program**

Tuition assistance is available only at **qualified Preschool Program providers** that:

- Have met the **quality standards** required by the Preschool Tuition Assistance Program, and
- Offer a **separate, designated preschool program** (not combined with general child care).

Eligibility Criteria

- Families with **income at or below 200% of the Federal Poverty Guidelines (FPG)** may qualify for assistance. Typically, this is 100% of the monthly preschool tuition cost, with a maximum of \$150 per month.
- Families with **income at or below 160% of the FPG** must apply for **Iowa's Child Care Assistance (CCA)** if all parents/guardians are working 32 hours or more per week and/or enrolled in a full-time education or training program.
- Other Eligibility criteria:
 - Tuition assistance may be provided temporarily while waiting for CCA eligibility determination.
 - Public school operated preschools are often not able to accept CCA payments. If the child attends a preschool that is in-eligible to accept CCA payments due to their licensing status, families will not need to apply for CCA.
 - If a family is found ineligible for CCA due to non-income reasons (e.g., not meeting work requirements), they may still receive tuition assistance.

Program Funding and Limits

- The maximum monthly tuition assistance is **\$150.00 per eligible child**.
- Funding is **limited** and assistance is granted on a **first-come, first-served basis**.
- **Linking Families and Communities** pays tuition directly to the participating **preschool provider** on behalf of the family.

Required Documents

In order for your application to be considered, you must submit the following:

- **Completed Application Form**
 - All sections of the application must be fully completed. Incomplete applications may delay processing or result in ineligibility.
- **Most Recent Federal Tax Return (Form 1040)**
 - Submit a copy of pages 1 & 2 of your most recent **IRS Form 1040** (U.S. Individual Income Tax Return).
 - Your family's income level will be determined using your **Adjusted Gross Income (AGI)**, which is typically found on **line 11** of **IRS Form 1040**.
 - If additional information is needed you will be contacted.
- **Denial Letter from the Iowa Child Care Assistance Program (if applicable)**
 - If you have applied for Child Care Assistance and were denied, you are required to include a **copy of the denial letter** with your application.

Eligibility and Income Guidelines

- This program is based on **financial need** and is intended to support families who may not otherwise be able to afford preschool tuition.
- Eligibility is determined using the **Federal Poverty Guidelines**, which are updated annually.
- Families must be at or below **200% of the Federal Poverty Guidelines (FPG)** to be considered for assistance.
- Review the current [Federal Poverty Guidelines](#).

Family Responsibilities

To remain eligible for tuition assistance, families **must notify Linking Families and Communities within 10 days** of any of the following:

- Change in employment status
- Change in household income
- Change in household size
- Change in eligibility for Child Care Assistance or other programs
- Any other change affecting financial or program eligibility

In addition to any remaining preschool tuition not covered by the program, **parents/guardians are responsible for all other preschool-related costs**, including:

- Registration fees
- Late pick-up fees
- Transportation fees
- Activity or field trip fees
- Snack or meal fees

Attendance Requirement

Children receiving tuition assistance must maintain a **minimum of 75% attendance each month** in their preschool program.

- **If attendance drops below 75%, tuition assistance will be forfeited.**
- Families will be responsible for **100% of preschool tuition** for:
 - The **following month**, and
 - The **remainder of the current preschool year**

Additional Notes

- All required documents must be submitted **at the time of application**.
- Applications will not be processed until all documentation has been received.
- Please do not submit originals. Provide copies, as submitted documents will not be returned.
- Tuition assistance is **not guaranteed** and is **supplemental** to other financial aid programs (e.g., CCA).
- Assistance is only available through **approved providers** meeting program standards.
- Families must stay in good standing with both the preschool and Linking Families and Communities.

Contact Information

For questions, assistance, or to report changes, please contact:

Linking Families and Communities

Elizabeth Stanek

822 Central Avenue, Suite 300

Fort Dodge, IA 50501

Phone: (515) 955-5437

Email: estanek@linking-families.com

Website: www.linking-families.com



Preschool Tuition Assistance Application Form

Section 1. Child Information

Child's Full Name: _____

County of Residence: _____

Date of Birth: ____ / ____ / ____

Current Age: _____ years

Section 2. Preschool Schedule & Tuition

Name of Preschool: _____

Monthly Tuition Amount: \$ _____

Days Attending Preschool (check all that apply):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Time Attending: ☐ AM Session ☐ PM Session ☐ Full Day

Section 3. Parent/Guardian Information

Parent/Guardian 1:		Parent/Guardian 2 (if applicable):	
Full Name:		Full Name:	
Street Address:		Street Address:	
City, Zip Code:		City, Zip Code:	
Phone Number:		Phone Number:	
Email Address:		Email Address:	
Employer Name:		Employer Name:	
☐ Yes ☐ No	This parent/guardian is working an average of 32 hours, or more, per week.	☐ Yes ☐ No	This parent/guardian is working an average of 32 hours, or more, per week.
☐ Yes ☐ No	This parent/guardian is enrolled in a full-time education or training program.	☐ Yes ☐ No	This parent/guardian is enrolled in a full-time education or training program.

Section 4. Income & Assistance **Link to current [Federal Poverty Guidelines](#)

Annual Household Income (before taxes): \$ _____

****Please attach a copy of your most recent federal tax return (Form 1040).***

Have you been approved or currently utilizing Child Care Assistance?

- ☐ Yes ☐ No ☐ I have applied for CCA, but have not received a determination letter.
☐ I have applied for CCA and been denied (*please attach a copy of the denial letter*).

Section 5. Demographic Information

1. Race of Child (Select all that apply):

- ☐ White ☐ Black/African American ☐ American Indian/Alaska Native ☐ Asian
☐ Native Hawaiian/Other Pacific Islander ☐ Two or more races

2. Ethnicity of Child:

- ☐ Hispanic or Latino ☐ Not Hispanic or Latino

3. Marital Status of Parent/Guardian:

- ☐ Single ☐ Married ☐ Partnered ☐ Separated ☐ Divorced ☐ Widowed

4. Highest Education Level Completed by Parent/Guardian:

- ☐ Less than High school diploma ☐ High school diploma/GED ☐ Some college/training
☐ Technical training/certification ☐ Associate degree ☐ Bachelor's degree or higher

5. Total Number of People in Household:

- ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 or more (please specify): _____

Section 6. Signature & Acknowledgment

I certify that the information provided is true and complete to the best of my knowledge. I understand that false or misleading information may result in denial or termination of assistance. I have also read and understand my requirements as a parent as listed in the **PRESCHOOL TUITION ASSISTANCE PROGRAM Guidance** document included with this application.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Section 7. Return Instructions

Please return the completed application and all required documents to:

Linking Families and Communities

Attn: Elizabeth Stanek

822 Central Avenue, Suite 300

Fort Dodge, IA 50501

✉ Email: estanek@linking-families.com

☎ Phone: (515) 955-5437