



Pre-K Tuition Assistance Program FAQ

1 Who can apply for a Pre-K Tuition Assistance Application?

Families accepted through the Pre-K Selection Process for a fee based seat that are experiencing criteria listed below and whose child's attendance is in good standing can request tuition assistance.

2 How does a family apply?

Families apply by completing a Pre-K Tuition Assistance Application, providing supporting documentation and submitting all documents to the school site the child was accepted to attend.

3 Where can a family obtain an application?

Applications can be obtained at the Pre-K school site in which the child was accepted to attend, the Family Information Center, MNPS website and the Pre-K Department.

4 Is there any required documentation a family needs to submit along with the application?

Yes, the family will need to provide documentation to support assistance criteria. Proof of income documentation and the Income Verification Form (obtained at the accepting school site) are the two required documents families must submit to the accepting school site along with the application.

5 What can be submitted as proof of income documentation?

Proof of documentation may include but not limited to pay stubs, W-2's, tax returns, court or legal documentation, doctor's note, employer's documentation or published records.

6 Where does the family submit the application?

The Pre-K Tuition Assistance Application and supporting documentation must be submitted at the accepting Pre-K school site.

7 How will decisions be made and communicated to families?

Decisions are made after a review of the required documentation listed above to determine if criteria for assistance have been met. Decisions will be mailed and emailed to families.

8 Who reviews the application?

The application will be reviewed by the Director of the Pre-Kindergarten Department.

9 What criteria are used to determine approval?

Approval is determined based on the following criteria:

- **Hardship/Family Emergency** – Family is experiencing unusual circumstances impacting current income of the parent or legal guardian including, but not limited to:
 - Care of additional family members (e.g. elderly parents, children, disabled family member)
 - Loss of job; negative change in income or expenses
 - Short term or long term disability
 - Unexpected medical or health related emergency
 - Currently experiencing demonstrable financial hardship or bankruptcy
 - One or more additional children in tuition based child care facilities
- **Trauma** – Family is experiencing a major traumatic event impacting current income or expenses of the parent or legal guardian including, but not limited to:
 - Loss of one or more parent, guardian or significant family member causing a change in household earning power or expenses
 - Unexpected illness impacting employment, earning power or expenses
 - Divorce or separation impacting household income after selection to Pre-K program
 - Loss or damage to home due to fire or natural disaster
- **Change in Income Status** – A change in income occurring within the time application was submitted and the current school year.

10 How will the family receive the decision?

Families will receive notice of approval or denial via mailed letter and email (if provided) from Pre-Kindergarten Department.

11 If approved, how much assistance will a family receive?

Families granted approval will receive 25% off the Fee Based Sliding Scale determined tuition amount.

12 Can a family appeal the decision?

Families cannot appeal the decision, but can resubmit any additional documentation needed to support above criteria.

13 Can MNPS staff apply for assistance?

Yes, MNPS employees can apply using the same process for tuition assistance.

14 Why is there a fee for Public School Pre-K?

Pre-K is funded differently than K-12. It is not a mandatory grade level. Pre-K is provided to districts using State, Federal or local dollars. MNPS provides over 1500 seats for families meeting the Federal Poverty Guidelines as required by the State and Federal Grants. All remaining seats are open to families that have applied. In order to continue to provide high quality Pre-K services, a fee is assessed to assist in the cost.

15 How long does it take to get a final decision?

A decision will be made within 2 weeks of the family submitting the Pre-K Tuition Assistance Application.