

# Instructions

Several child care program directors have inquired about how to estimate the new financial assistance reimbursements in their budgets. The first step is to understand the reimbursement rates, and when the eligibility increases occur. Second, you may want to collect information from your current families to help you estimate what the reimbursements would look like if you have the same mix of children and families next year. To help you collect the most useful information, we have created this survey template that you can adapt. You are welcome to revise the wording, especially in the introduction and closing to reflect your voice.

This survey does not ask for any identifying information, as some families may feel uncomfortable sharing personal information. However, you can add questions that ask for identifying information like family name or town if that would be helpful for your planning purposes.

We used the income categories because they approximately relate to the eligibility guidelines for a family of 4. Here is how each of the categories translate to CCFAP eligibility:

1. Currently 100% CCFAP reimbursement
2. Currently eligible for partial CCFAP reimbursement and family share amount
3. Not currently eligible, but may be eligible for partial CCFAP reimbursement in October
4. Some may be eligible for partial CCFAP reimbursement in October
5. Not likely to be eligible for CCFAP reimbursement in 2024

Remember that the eligibility is dependent on income AND family size, so it’s important to ask both questions.

**This survey can easily be copied/pasted into SurveyMonkey, Microsoft Forms, Google Forms, etc. You can also print it for families to complete.** If you need any technical assistance creating the survey, please reach out to any of us at First Children’s Finance. We are happy to help.

# Sample Introduction

Dear Families,

As you may be aware, Vermont enacted Act 76, the “Child Care Law,” in 2023. This law includes increased funding to child care businesses through the state financial assistance program (CCFAP), as well as expanding the number of families who are eligible for state financial assistance for child care. While some of aspects of the law have been in effect for a few months, the biggest changes - in terms of affordability for families and business sustainability for child care programs - go into effect throughout 2024.

The impact of Act 76 will be felt by all child care businesses and many families with young children. Please take a few minutes to help us plan for these changes. Your responses to this short survey will help us plan and budget better for 2024 and beyond. That planning helps us provide the best possible experience for your children!

All of your answers will be confidential, and we will only use the results for internal planning purposes. If you have any questions about this survey or about the Vermont Child Care Financial Assistance Program, please don’t hesitate to contact me directly at XXXXXXXX.



Please base all your answers on your current situation (2024, and/or tax year 2023) and feel free to estimate.

## Currently, how many children do you have enrolled in our program?

1. **What are the ages of the children enrolled in our program?**

(give multiple ages separated by commas)

## How many children do you expect to have enrolled in our program in October 2024? What are their ages?

1. **Are your children generally enrolled in our program on a part-time or full-time basis?**
	1. Full-time
	2. Part-time
	3. Other:

## How many people live in your household (including older children under the age of 18)?

* 1. Children
	2. Adults

## Do all adults in your household work in full-time paid employment?

* 1. Yes, No
	2. If no, is the adult not in full-time paid employment a full-time student?
		1. Yes, No

## Which of the following categories best describes your household income in your most recent tax return? If you are not sure, please estimate.

* 1. Less than $50,000
	2. $50,000 - $100,000
	3. $100,000 - $150,000
	4. $150,000-$200,000
	5. More than $200,000
1. **Are there any special circumstances about your children or your family that we should know as we plan for the future? (**schedule for care changing, custody changes impacting attendance…)

Thank you very much for your answers, this information is helpful as we plan for the future of our child care program. As always, if you have questions, please contact me at XXXXXXXXX.