



### Culpeper Human Services Childcare/Workforce Relief Grant/Benefit Program Rules

1. Successful applicants **MUST** reside in Culpeper County, Virginia. Residents within the Town limits may also apply.
2. Successful applicants **MUST** be the parent or legal guardian of at least one qualifying child.
3. A qualifying child is defined as a child enrolled in a local public or private school from August 2020 through October 2020 of the current school year in a grade kindergarten through eight (K-8) for whom the applicant is responsible as the parent or legal guardian and for whom the applicant has incurred increased child care costs or incurred lost or reduced wages from August 2020 through October 2020 (first school quarter) directly as a result of the physical school closures attendant to the pandemic.
4. Successful applicants **MUST** have incurred increased child care costs or incurred lost or reduced wages from August 2020 through October 2020 directly as a result of the physical school closures attendant to the pandemic.
5. Successful applicants **MUST** disclose their dates of birth. Successful applicants **MUST** disclose the dates of birth of their qualifying children.
6. Successful applicants **MUST** disclose their social security numbers.<sup>1</sup> Successful applicants **MUST** disclose the social security numbers of their qualifying children.
7. Successful applicants **MUST** disclose their physical residential addresses, even if they have different mailing addresses.
8. In addition to meeting all of the Program Rules, all applications **MUST** be signed, timely submitted, and **TIMELY RECEIVED** by Culpeper Human Services from **NO LATER THAN January 18, 2021 at 4:00PM.**
9. In addition to meeting all of the Program Rules, all potential grant/benefit recipients **MUST** timely submit and provide proof and accompanying documents satisfactory to Culpeper Human Services that demonstrate the Program Rules and grant/benefit criteria have been met. All documents must be **TIMELY RECEIVED** by Culpeper Human Services from **NO LATER THAN January 18, 2021 at 4:00PM.**<sup>2</sup>
10. Any award of a grant/benefit is limited to **one per household**. Household is generally understood as the applicant, applicant's spouse, dependents, and all other related individuals and family members who reside within the same home.
11. Any award of a grant/benefit to a successful applicant will be paid by a check mailed via the United States Postal Service (USPS) to the address the applicant directs in the application.
12. There is **NO** guarantee of any award/benefit under the Program to any individual. The potential grant/benefit amount is UNKNOWN at this time. It is intended for the potential grant/benefit to be disbursed equally per household.
13. The anticipated timeframe for award announcements, if any, is January 31, 2021 or as soon thereafter as is practical.
14. Applications may be submitted electronically to: **childcarehelp@culpeperhumanservices.org**
15. Applications may be submitted via mail to: Culpeper Human Services, Post Office Box 1355, Culpeper, Virginia 22701 **OR** Applications may be submitted in person via a drop box at: Culpeper Human Services, 1835 Industry Drive, Culpeper, Virginia 22701
16. All questions regarding this Program or the applications SHALL BE directed to:  
**telephone: (540) 229-4486 OR email to: childcarehelp@culpeperhumanservices.org**  
You will be directed to leave a voicemail with your full name and telephone number number and your questions, and a grant/benefit processor will return your call. Please remember to speak clearly and slowly.

<sup>1</sup> If an individual does not have a social security number, a federal Individual Tax Identification Number (ITIN) must be provided.

<sup>2</sup> Additional documents may be requested by the agency at any time and applicants MUST comply.



## REQUIRED PROOF AND ACCOMPANYING DOCUMENTS

ALL applications **MUST** be timely submitted and **TIMELY RECEIVED** by Culpeper Human Services **NO LATER THAN** January 18, 2021 at 4:00PM.

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1. **ALL APPLICANTS MUST SUBMIT A W-9.** Please see the attached, which **MUST** be completed and signed.

2. **PROVING RESIDENCY.** The following documents establish residency:

- Copy of your Virginia-issued driver's license with your physical address in Culpeper
- Copy of your Virginia-issued state identification card with your physical address in Culpeper
- Copy of your current paystub reflecting your physical address is in Culpeper (no older than 30 days)
- Copy of a current utility bill reflecting your physical address is in Culpeper (no older than 30 days)

*You only need to include with your application one (1) of the above documents to prove residency.*

3. **PROVING YOU ARE A PARENT OR LEGAL GUARDIAN OF A LISTED CHILD.** The following documents establish that you have the requisite parental or legal guardian relationship.

- Copy of a Birth Certificate demonstrating you are the parent
- Copy of an official Birth Letter demonstrating you are the parent
- Copy of a Court Order demonstrating you are the legal guardian

*You only need to include with your application one (1) of the above documents to prove you are a parent or guardian of a listed child.*

4. **PROVING YOUR LISTED CHILD IS IN A LOCAL PUBLIC OR PRIVATE SCHOOL AND IN GRADE K THRU EIGHT (K-8).** The following documents establish that your listed child is in a grade K thru 8.

- Copy of (local public or private) school records from the current school year demonstrating your child was enrolled in a grade kindergarten through eight (K-8) from August 2020 thru October 2020
- Copy of your child's most recent report card for the current school year demonstrating the child was enrolled in a grade kindergarten through eight (K-8) in a local public or private school from August 2020 thru October 2020

*You only need to include one (1) of the above documents to prove your child is locally in a grade K thru 8.*

5. **PROVING LOSS OR INCREASED COST.** Your certified signature, subject to penalty of perjury and/or fraud, on the Application serves as sufficient proof that you have incurred increased child care costs OR incurred lost or reduced wages directly as a result of the physical school closures attendant to the pandemic.

*You may submit other documents not listed herein to prove that you meet the Program Rules and all criteria. Culpeper Human Services will determine whether they successfully demonstrate the criteria discussed herein have been met. You are **strongly encouraged to submit listed documents, if at all possible.** **\*Additional documents may be requested by the agency at any time and applicants MUST comply.\****

All questions regarding this Program or the applications SHALL BE directed to:

telephone: (540) 229-4486 OR email to: [childcarehelp@culpeperhumanservices.org](mailto:childcarehelp@culpeperhumanservices.org)

You will be directed to leave a voicemail with your full name and telephone number number and your questions, and a grant/benefit processor will return your call. Please remember to speak clearly and slowly.