



Department of Planning & Community & Economic Development  
**Community Development Division**

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January 27, 2012

Dear City of Madison Accredited Programs,

The Office of Community Services has \$40,000 budgeted as part of the Child Care Assistance Program to assist City of Madison accredited child care programs serving low-income children. The goal of this fund is to enable accredited programs serving low-income children to avoid incurring financial losses that would ultimately undermine the stability of the program.

Nonprofit City of Madison accredited childcare and school age programs located within Madison City limits, are eligible to apply for the 2012 Child Care Stabilization Fund.

Programs must meet the following criteria to qualify for Stabilization Funds:

A program must, in one of the two immediately preceding years, have had an enrollment consisting of 20% or more children receiving public funding. Publicly funded children are defined as those children who receive either City of Madison Child Care Assistance or Wisconsin Shares Child Care Subsidy (Dane County child care funding).

The program must also demonstrate that, without stabilization funds, it may be in financial jeopardy because of any one of the following reasons:

1. Uncollected fees
2. Unanticipated enrollment loss
3. Unstable enrollment

The program must agree to submit quarterly reports detailing how the funds were used and the number of children and families that were assisted.

The Child Care Coordinator will determine if each proposal meets the stated criteria. Funds will be disbursed according to the established Child Care Assistance Program four-week payment schedule. Total funds awarded will be released in equal payments for the remainder of the year for which funds are awarded.

To apply for the 2012 Child Care Stabilization Fund:

Complete and return the attached electronic copy of the application. Answer all questions by *tabbing* through the application. Return the completed application by **February 10, 2012**.

If you have any questions concerning this application or the Stabilization grant program, please contact Varinia del Moral at (608) 267-4996 or [vdelmoral@cityofmadison.com](mailto:vdelmoral@cityofmadison.com).

Sincerely,

Monica Host  
Madison Child Care Program Coordinator