

# ***Tips to Manage Your Essential Worker Scholarship***

## **1. APPLICATION STATUS:**

- After you complete the online application, you will know the status of the scholarship.
- If you do not meet one of the above eligibility requirements, your application will not be approved and will be marked **Ineligible**. If you feel this decision has been made in error, your circumstances have changed or you made a mistake in the information you provided, you are welcome to apply again.
- If you meet all the eligibility requirements, the application will be approved, and you will be **Eligible** to receive the scholarship.
  - A follow-up email will be sent to your child care provider so they can register and start the weekly certification process.
- If there is additional information is required for OCFS to decide on your eligibility for the scholarship, the application will be set as **Under Review** and you will receive an email confirmation when the decision is made.

## **2. SCHOLARSHIP PAYMENTS:**

- Payments will be paid directly to your child care program; you will not receive any money directly from OCFS.
- Parents are responsible for any tuition amount the scholarship does not cover.
- Providers are required to certify your child's weekly attendance for payments to be made.

## **3. MANAGING CHILD CARE CHANGES AFTER APPLICATION IS APPROVED:**

- **Child(ren) No Longer in Care**
  - **If Only One Child or All of your Children are No Longer in Care**
    - Click on 'Withdraw Application' and select Child(ren) No longer in care
  - **If more than one child and only one child is no longer in care**
    - Click on 'Update Application Information' and click on the 'Edit' pencil for the child that is no longer in care. Click on 'Child No Longer in Care'
- **Change of Provider**
  - Click on 'Update Application Information'
  - Click on 'Add Provider'
  - If your child no longer goes to the original provider on the application, click on the 'Edit' pencil for that child and click on 'Child No Longer at this Provider'
- **Change of Employment – No longer an essential worker**
  - Your job, or your co-applicant's job, must be classified as an Essential Worker in New York State. The NYS definition of an Essential Worker can be found at: <https://esd.ny.gov/guidance-executive-order-2026>
  - If you or your co-applicant are no longer an essential worker, click on 'Withdraw Application' and select 'Change of Employment – No Longer an Essential Worker'
- **No Longer Reside in New York State**
  - Click on Withdraw Application and select 'No longer reside in New York State'

## ***Tips to Manage Your Essential Worker Scholarship***

- **Change of Income**

- Use the chart below to determine if your Annual Household Income is greater than the maximum income
- If it is greater, you are no longer eligible to receive the grant. Click on 'Withdraw Application' and select 'Change in Income – No Longer Eligible'

Family Size	Max Income
2	\$52,260
3	\$65,880
4	\$79,500
5	\$93,120
6	\$106,740
7	\$120,360
8	\$133,980
9	\$147,600
10	\$161,220