

4K

AGENDA

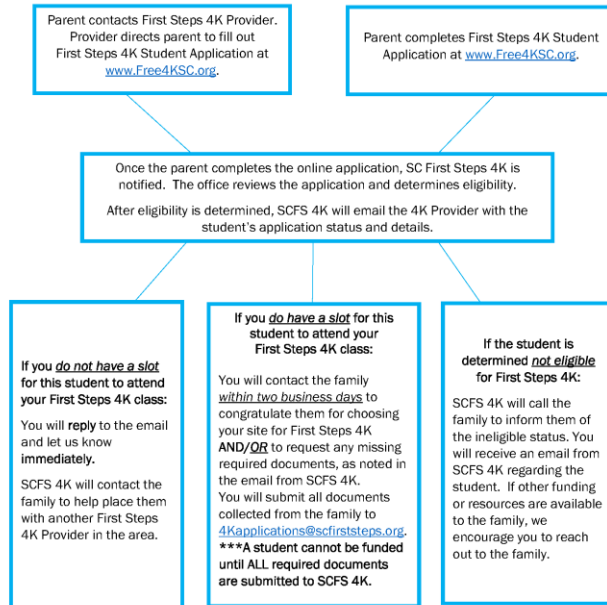
- **First Steps 4K Student Applications**
 - Application Review Process and Expectations
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First Step 4K Student Application Review Process



2022-2023 First Steps 4K Student Application

Expectations for the Online Application Process



Families must be contacted **within two business days of receiving the application package** from First Steps 4K.

Expectations and Communication

How do I know whether a family completed the First Steps 4K application?

Ask the family to show you their “First Steps 4K Confirmation Email”. This confirmation email proves the family submitted applied to our program. This email also contains the documents the family uploaded: birth certificate, proof of income, proof of residence, immunization record.

*Note: This confirmation email is not an approval notice.

Expectations and Communication

Am I (the provider) responsible for notifying the family about their application status? (*Approved, Not Yet Approved, Ineligible*)

Yes, you are to contact the family within two business days of receiving the application package.

First Steps 4K will also notify each family, by email, of the application status. This email will go out to the family at the same time you receive the application package from First Steps 4K.

Expectations and Communication

What do I do if I am unable to reach a family?

Go to the First Steps 4K Resource Hub and complete the form notifying First Steps 4K that you cannot reach a family. We will attempt to connect with the family.

Expectations and Communication

Why is First Steps 4K also communicating application status' directly to the family this year?

We know it is important to communicate with families as much as possible to ensure every family begins their First Steps 4K experience informed and excited for making a great choice for their child.

This communication will contain parent expectations for this program and additional resources available to them, such as, AmeriCorps, HIPPY and the SC Technical College certifications.

Expectations and Communication

What do I do if I receive an application package for a student that is “Not Yet Approved”?

Contact the family within two business days of receiving the application packet and ask for the missing documents. The family must submit those documents to you. We can only accept missing documents from you, the provider, and all documents must be submitted to 4kapplications@scfirststeps.org.

Expectations and Communication

I am not able to serve this child. What can I do to help the family?

Using the email you received from us, let us know that you are not able to serve the family. We can reach out to them and provide additional options.

Refer the family to another First Steps 4K provider in your area.

Families should only submit ONE student application. Changes to locations can be made internally.

Expectations and Communication

How can I be sure my communication with First Steps 4K is resolved in a timely fashion?

Refer to the First Steps 4K Resource Hub to troubleshoot your situation.

All documents related to a student application or enrollment status must be emailed to 4kapplications@scfirststeps.org. This email is a dedicated email managed by multiple staff.

Include an email signature that contains your full name, center name and a good contact phone number.

First Steps 4K + Siblings

- First Steps 4K + SIBLINGS, in partnership with DSS, will extend childcare and after-school scholarships through the SC Voucher Program, for up to 52 weeks, to any siblings, age 0-12, living in the home of a First Steps 4K enrolled student.
- This scholarship program also covers all wrap-around care needed for the First Steps 4K student. The family must include the First Steps 4K student on their + Siblings application to receive the wrap-around scholarships.
- Sibling scholarships can be applied toward enrollment at any licensed childcare center or afterschool program that participates in ABC-Quality, the state's voluntary quality rating and improvement system.
- **All First Steps 4K families are eligible for this scholarship program but must complete a First Steps 4K + Siblings scholarship application to receive the benefit.**

First Steps 4K + Siblings Application Process

First Steps 4K sends an email to the family with instructions on how to complete their First Steps 4K + Siblings scholarship application after their 4K application is approved.

Families must complete the First Steps 4K + Siblings scholarship application in order to receive the benefits.

The + Siblings scholarship applications are processed by SC Voucher, on a first come first served bases. Scholarships for siblings and wrap-around care will begin 08/15/2022. Additional scholarships will be given throughout the year as a child is determined eligible for the First Steps 4K program. **Families should contact SC Voucher by email (4KPlus@dss.sc.gov) only for questions about their individual application.**

SC Voucher processes the First Steps 4K + Siblings scholarship applications using their normal voucher application procedures.

- Providers must submit a Connections Card for each family.
- Families will receive a scholarship status notification by email after their application is processed. Sometimes additional information is needed from the family to fully process their application. **Please encourage families to check their emails often in order to not delay their application.**

First Steps 4K + Siblings Application Process

First Steps 4K + Siblings scholarships begin August 15, 2022.

Each scholarship is good for 52 weeks.

Sibling applications will be processed starting June 2022.



Troubleshooting Directions for First Steps 4K + Siblings

Providers:

- Email 4KPlus@dss.sc.gov
- Call the SC Voucher Control Center.

Families:

- Remind families to include their First Steps 4K student on their + Siblings Application.
- List ALL family members living in the home on the + Siblings Application.
- Families need to check their email for their application status, more information may be needed in order for SC Voucher to process their application.
- Email scchildcare@dss.sc.gov
- Call the SC Voucher Control Center.

2022-2023 Marketing and Outreach Content

Your 2022-2023 Marketing and Outreach Materials are available on the [First Steps 4K Resource Hub](#) webpage.



2022-2023 Marketing and Outreach Content

Things to expect from First Steps 4K:

Postcards – First Steps 4K postcards are mailed to all families with four-year-old(s) who are currently receiving Medicaid and/or SNAP/TANF benefits. Our partnership with the SC Department of Health and Human Services and SC Department of Social Services allows us to reach about 40,000 eligible families. Postcards will be mailed out three times prior to August 2022 – April, mid-June, mid-July.

Digital Marketing Support – Targeted Google, Facebook and Instagram ads are currently in market on behalf of all First Steps 4K providers. If you see it on social media, share it! Encourage your staff and current/former parents to share it too!

Road Sign and Banner - to be delivered to you in April.

Newsletters- Monthly First Steps 4K Connection newsletters for both Directors/Principals and Families

Custom Provider Web Page - Every First Steps 4K provider will have a custom web page in the First Step 4K search portal for families. More information will be forthcoming.

2022-2023 Marketing and Outreach Content

Marketing Suggestions:

- Add a Facebook post about First Steps 4K and First Steps 4K + Siblings, post often, show photos of your facility and classrooms, highlight a teacher, classroom activities etc.
- Post information at your local pediatrician's office or OBGYN.
- Post information at your local library and recreation center. Participate in local community events as an early childhood provider!
- Ask local churches to add graphic to their slide show before services, put graphic in church bulletin
- Will a local restaurant, like Sonic, allow you to put flyers in the bags or pass them out to customers?
- Think about where families frequent and have a presence there - either in person or by posting a flyer or poster. (Local restaurants, community boards at large employers, libraries, salons and barber shops, community boards at apartment complexes, grocery stores, food pantry.)

PROPOSED Rates for 2022-2023

TABLE 1 ----- 2022 - 2023 Tuition

Option	Number of School Days	Number of School Hours	Daily Rate	Annual Total of Tuition	Transportation (3.44 Daily)	Maximum Funds per First Steps 4K Student
TR - Traditional	180	6.5	28.17	5,070	619.88	5,690
ED - Extended Day	180	8	34.67	6,240	619.88	6,860
TR & SS – Traditional for 220 days	220	6.5	28.17	6,197	757.63	6,955
ED & SS - Extended Day for 220 days	220	8	34.67	7,627	757.63	8,385

TABLE 2 ----- 2022- 2023 Tuition for Centers with B or Above Rating, ABC Quality (10% Increase)

Option	Number of School Days	Number of School Hours	Daily Rate	Annual Total of Tuition	Transportation (3.44 Daily)	Maximum Funds per First Steps 4K Student
TR - Traditional	180	6.5	30.98	5,577	619.88	6,197
ED - Extended Day	180	8	38.13	6,864	619.88	7,484
TR & SS – Traditional for 220 days	220	6.5	30.98	6,816	757.63	7,573
ED & SS - Extended Day for 220 days	220	8	38.13	8,389	757.63	9,146



Questions?