

FORM C Instructions

T.E.A.C.H. Early Childhood® Ohio

Administered by OCCRRA (Ohio Child Care Resource and Referral Association)

Complete **FORM C** and submit it to OCCRRA by the 10th day of the month following the month release time was used.

Release time may be taken by the scholar to attend class, study, or to meet personal needs. It is expected that the release time will be taken each week of the term enrolled. Release time is an effort to assist scholars in successfully meeting the needs of career, family, and schooling.

Weekly, the scholar receives 1 hour of release time per credit hour of approved classes, up to a maximum of 6 hours. Release time may only be taken during weeks the scholar is attending approved classes.

Examples:

- If the scholar is taking a two credit hour class they are eligible for 2 hours a week of paid release time.
 - If the scholar is taking nine credit hours, they are eligible for 6 hours (the maximum) paid release time.
- Report time under 1 hour as quarter hours (i.e., 15 min. = .25 hr; 30 min = .50 hr; 45 min. = .75 hr). Do not report time used under 15 minutes.*

Center based scholars should work together with the Center Director to set up a release time schedule.

Family Child Care Home Provider scholars should set their own schedule within the scholarship guidelines.

OCCRRA will reimburse for 60% of \$7.50 per hour, or \$4.50 of total release time hours for the month. OCCRRA manages scholarship accounts so that, if at all possible, scholars and center sponsors will not have to make payments to OCCRRA. The T.E.A.C.H. portion of the tuition will be computed after all financial aid has been applied. This will lower the scholar and center sponsor's portion for those scholars who receive financial aid.

For Family Child Care Providers this means:

- Your contribution toward tuition will be subtracted from your travel, book reimbursement, and first month's release time claim.
- You will be sent a check for the balance or an invoice if you should owe money to OCCRRA.
- You **MUST** sign the **FORM C** before submitting it to OCCRRA for processing.

For Center Sponsors this means:

- The center sponsor's contribution toward tuition will be subtracted from the first month's release time claim.
- The center sponsor will be sent a check a check for the balance or an invoice if monies are owed to OCCRRA.
- The **FORM C** **MUST** be signed by both the scholar and the center director before submitting it to OCCRRA for processing.

If you have any questions about completing this form or would like more copies, please call your counselor at 877-547-6978 (toll free) or at 614-396-5959. Additional copies may also be obtained from OCCRRA's website www.occrra.org (Select "For Providers" and then "T.E.A.C.H Early Childhood® Ohio").