

Dear Family Child Care Provider,

Congratulations on your choice of professions! Caring for our youngest citizens is the most important and rewarding work you could chose to do. The impact of your efforts will live on in the lives of the children in your care for generations to come. The City of Milpitas is pleased to be able to support your business through our Family Child Care Assistance Fund program (please refer to the Policies & Procedures and Application documents, attached). This program permits licensed family child care providers to apply for small mini-grants in order to make quality improvements in their early education environments. The process is easy! Simply review the enclosed materials, fill out the Application and return it via mail or email to Ms. Toby Librande, City of Milpitas Child Care Coordinator, at the addresses below.

As part of this program, the City of Milpitas Family Child Care Assistance Fund Policies and Procedures prioritizes the allocation of funds to providers who care for children with special needs. If that is you, good job! We truly appreciate your support for these children and families. The trickiest part of the grant process, however, relates to the activities associated with filling out Question 4:

Do any of the children have special needs or developmental delays? If so, please indicate how the grant funding will support their care and supervision.

Privacy protections in various federal and state laws apply to children in child care. Should you wish to list on your application that you care for a child with special needs, it is recommended that you receive consent from the parent(s) to include this information, even if you do not list the child's name or disability. Simply the fact that you are caring for a child with special needs could be considered confidential information. In addition, since the grants are administered by a public agency (the City of Milpitas) the submitted application is considered a public document and available for public review. The *Parks, Recreation and Cultural Resources Commission* reviews the grants and the *City of Milpitas City Council* issues final approval of the grants. In conjunction with these public entities, the submitted grant applications become supporting documentation that is posted on the City Website.

Below I have outlined a possible “Best Practice” approach to filling out this application if you have a child with special needs enrolled:

- Explain the grant program to your parents of the child(ren) with special needs
- Let them know that you would like to apply for the grant to receive funding that will help you provide the best possible care for their child
- Notify them that the grant application will be a public document once it has been submitted
- Ask their approval to release the information that you have a child with special needs enrolled – reassure them that you will not be releasing the child’s name or any personal information
- If they approve, in response to Question #4 you may mark “yes” but be careful to be very general in your response and do not include the child’s name or special need. You may ask the parents if they would like to review the completed application before you submit it
- If they do not give approval, you can still submit the application for funding consideration, but in response to Question #4 you will have to answer “no” or leave it blank
- You should also consider having the parents initial in their child’s file or elsewhere that they have been notified and give consent

Again, if you do not presently care for a child with special needs, or if you do not indicate that you care for a child with special needs, you do not need to worry about this suggested process. The above protocol applies only if you have a child with special needs enrolled and you want to state this on your application. Should you wish to discuss any aspect of the Family Child Care Grant Assistance Fund, please contact me. Thanks again for your commitment to making the world a better place for the children and families in Milpitas.

Best regards,

Ms. Toby S. Librande, City of Milpitas Child Care Coordinator
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