**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](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’
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- **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’

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Max Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$52,260</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td>4</td>
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<tr>
<td>9</td>
<td>$147,600</td>
</tr>
<tr>
<td>10</td>
<td>$161,220</td>
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