



For Smart Start office use:

- Complete Incomplete
 Approved Denied

Reason: _____

Reviewer: _____

- Sent to CPCC Database



Textbooks for up to two college courses will be awarded by Smart Start of Mecklenburg County to Central Piedmont Community College (CPCC) Early Childhood Education students in fall 2010.

This completed application, with all required attachments, is due at the Smart Start office, Children & Family Services Center, 601 E. 5th St., Suite 500, Charlotte, NC 28202 on or before Wednesday, August 11, 2010 at noon.

Late, faxed or e-mailed applications will be denied.

Applicant Information

CPCC Student I.D. # _____ (Not your social security number)

Position: Director Assistant Director Teacher Teacher Assistant

Name: _____ E-mail: _____

Facility Name: _____ Day Phone: _____

Social Security Number: _____

Home Mailing Address: _____

City: _____ State: _____ Zip: _____

Certification Statements

Both the Applicant's Statement and the appropriate Child Care Facility Statement must be signed/dated.

1. Applicant Statement:

I certify the following:

1. The information on this application, including the attachments, is true.
2. I am NOT eligible to receive any textbook support from TEACH or other financial assistance.
3. I give permission for CPCC and TEACH to provide information about my enrollment and financial aid status to Smart Start.
4. I understand that if I withdraw from a course for which I received a Smart Start-supported textbook, I must reimburse Smart Start for the cost of the textbook, or become ineligible for future textbook support and the Education Award.
5. I understand that if my class is cancelled, I must return the book(s) to the bookstore in time for Smart Start to receive a full refund. If I wait beyond the deadline for full refunds, I must reimburse Smart Start for the cost of the textbook(s), or become ineligible for future textbook support and the Education Award.
6. I understand that if I misuse Smart Start funds for textbooks, or I provide any false information related to my application, I will be ineligible to receive **ANY** Smart Start funds in the future.

Applicant's Signature

Date

— **AND** —

2. Child Care Facility Statement:

Either Statement A or Statement B must be signed for this application to be accepted.

Statement A:

If you are an assistant director, teacher or teacher assistant, have your director sign below.

If you are a director, have your board chair, regional manager or owner sign below.

I certify that the employment-related information on this application and the attachments are true.

Signature

Date

Printed Name

Title

— **OR** —

Statement B:

If you are a family child care provider or director of a privately owned center, have the parent/guardian of a child in your facility sign the following statement.

*I verify that _____ works with children ages birth to five in a star-rated or
(director/family child care home owner name)
temporarily licensed child care facility.*

Parent

Date

You must meet all 5 of the following eligibility criteria:

1. Be a director, director assistant, teacher, teacher assistant or family child care provider at a Mecklenburg County child care facility that has a star rating or a temporary license;
2. Work with preschool children ages birth to five;
3. Be enrolled at Central Piedmont Community College (CPCC) in the fall 2010 semester taking (a) Early Childhood courses, (b) courses leading to an Early Childhood degree (with a declared Early Childhood major), or (c) remedial courses;
4. Have fully paid your fall 2010 tuition to CPCC (see Number 2 below);
5. Not be eligible for textbook support from TEACH or other financial aid providers.

You must complete all pages of this application and the W-9 form in full, including obtaining the required signature. The following documentation must be submitted with your application:

1. Proof (which includes your full name) of fall 2010 registration from CPCC;
2. Proof (which includes your full name) that fall 2010 classes have been paid in full (receipt), or will be paid by your facility (account statement from CPCC cashier preferred).
3. A copy of your facility's current license;
4. Your most recent pay stub (not required for family child care providers and centers in a residence owners); and
5. A daily attendance sheet, including children's ages, from one day in July or August 2010. If you are a teacher, your name must appear on the attendance sheet.
 - ▶ Required documentation if you are enrolled in an elective course or a course leading to an Early Childhood degree such as college-level math. You must submit written proof that you are working toward an Early Childhood degree such as an unofficial transcript.

Applications must be received in the Smart Start office by:
Wednesday, August 11 at noon.

If your application is approved, you will receive either a telephone call or an e-mail telling you when to come to the Smart Start office to pick up a voucher. You will take this voucher to a CPCC bookstore to obtain your book(s).

We cannot reimburse individuals for books they have already purchased.

You must complete items numbered 1-6 with your personal information.

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input checked="" type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
2	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
3	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

4	Social security number
or	
	Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **6**
Signature of U.S. person ▶

6
Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

SMART START TEXTBOOK PROGRAM
GUIDELINES FOR SUCCESSFUL APPLICATIONS

(refer to instruction page for application checklist)

Application Deadline

- Smart Start will not make ANY exceptions for ANY reason for late applications
- The 12:00 pm deadline is based on Smart Start's clock regardless of what other clocks read
- If you mail your application do not call Smart Start to ask if it arrived
- Smart Start will make no exception for late applications that were lost in the mail or lacked the proper postage
- Smart Start's mail usually arrives after 12:00. That means that applications arriving in the mail on January 6th will be late if the mail is delivered after 12:00
- Smart Start staff will NOT go to the post office to pick up certified mail
- If you hand deliver your application, make sure that you sign it in
- Remember that it is a risk for you to trust someone else to deliver your application

Attachments

- Do not ask your college/university to send your registration/payment information directly to Smart Start. It must be attached to your application
- If you are taking elective courses or courses leading to an EC degree such as college-level math/English, you must submit some form of documentation showing that you are enrolled in an Early Childhood Degree Program
- You can not receive textbooks for non-credit bearing Continuing Education courses even if they are listed on your transcript
- You are not eligible to receive a textbook for the spring 2010 semester if you received Smart Start support for that textbook during fall 2009

***REMEMBER THAT YOU ARE NOT ELIGIBLE TO RECEIVE SMART START
TEXTBOOK SUPPORT IF YOU HAVE A CURENT TEACH CONTRACT
OR
IF YOU RECEIVE ANY FINANCIAL SUPPORT THAT COVERS THE COST
OF YOUR TEXTBOOK(S)***