

## **Program Policies and Student Responsibilities**

### **PLEASE SIGN THE PARENT AGREEMENT-ACCEPTANCE FORM AFTER YOU HAVE READ THE FOLLOWING POLICIES & RESPONSIBILITIES**

- The Childcare Assistance Program provides financial assistance towards childcare costs for children from birth through 12 years, 11 months old.
- Student-parents must use DEL (Washington State Department of Early Learning) licensed childcare providers in good standing, who are **not** related by blood or marriage.
- This program provides funding for **childcare costs only**. Funding is **not** provided for any kindergarten fees, private school tuition (for kindergarten or higher), nannies, registration fees, field trips, meals, extra activities or for unlicensed childcare.

### **ELIGIBILITY AND ACCOUNTABILITY**

- To maintain your eligibility for childcare assistance, you must be a state tuition- and fee-paying student registered at the UW Seattle campus.
- You may receive assistance during any quarter requested on your Childcare Assistance Application for which you are registered for classes. If you are not registered for classes, you are not eligible to receive any funding from this program.
- On the census day (the second Friday) of classes, each quarter, the number of credits each student is registered for will be verified with the Office of the Registrar

### **CUSTODIAL REQUIREMENTS**

- The student parent must be the legal and physical custodial parent of the child/children.

### **TO RECEIVE FUNDING AND/OR SWITCH DAYCARE PROVIDERS**

- Students must complete a **Childcare Center/Home Enrollment Form (one per child)** Before they can receive funding from the Childcare Assistance Program for Students. If the student parent changes providers during the year, a new form will be required for each new childcare provider.
- It must list the expected monthly costs for the upcoming quarter.

### **DATES OF ASSISTANCE**

- In the Childcare Assistance Program quarters are considered to be three full calendar months. The dates do not correspond exactly to the academic calendar, but to a standard calendar.
- The Student Parent Resource Center pays for the entire 3 months, regardless of the last day of the academic quarter, *if* childcare costs were accrued
- **Childcare assistance for the full three months will be distributed to student-parents the week after the census day at the beginning of each quarter.**
- The funds will be available provided all the necessary paperwork has been properly completed and submitted to the Student Parent Resource Center as outlined in the Program Policies and Student's Responsibilities handout

## **AMOUNTS PAID**

- For children from birth through 6 years 11 months of age (infant, toddler and preschool), students can receive between 20 and 60 percent of their childcare costs up to a monthly maximum.
- For children from 7 through 12 years 11 months of age (school age), students can receive between 12 and 35 percent of their childcare costs up to a monthly maximum.
- The Childcare Assistance Program will pay a percentage of the monthly cost (rounded to the nearest dollar) OR the maximum allocation, whichever is less.
- The remaining balance for all age groups must be covered by personal resources or by other agencies, such as Working Connections (DSHS) or the Seattle Milk Fund.
- In 2011-2012 students who are registered for **full-time** can receive 60% or the maximum allocation for children who are Infants, Toddlers, or Preschoolers or 35% for School Age. The amounts for 2011-2012 are listed below:

Infants  
(1-12 months)                      60% of monthly cost **or**  
  **\$662** (monthly cost of \$1,103 or above)

Toddlers  
(13-36 months)                      60% of monthly cost **or**  
  **\$633** (monthly cost of \$1055 or above)

Preschoolers  
(3-6 yr.)                                60% of monthly cost **or**  
  **\$559** (monthly cost of \$932 or above)

School-Age  
(7-12 yr.)                              35% of monthly cost **or**  
  **\$200** (monthly cost of \$571 or above)

- For students who choose to register for **part-time credits**, the amount of assistance will be prorated based on the number of credits for which you register. The amounts for 2011-2012 are listed below:

### **Graduate Part-time Enrollment**

<i>Credits</i>	<b>Infants</b>			<b>Toddlers</b>			<b>Preschool</b>			<b>School Age</b>		
	<i>%</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>%</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>%</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>%</i>	<i>Monthly</i>	<i>Quarterly</i>
8-9	53%	\$585	\$1,755	53%	\$559	\$1,677	53%	\$494	\$1,482	31%	\$177	\$531
6-7	43%	\$474	\$1,422	43%	\$454	\$1,362	43%	\$401	\$1,203	25%	\$143	\$429
4-5	32%	\$353	\$1,059	32%	\$338	\$1,014	32%	\$298	\$894	19%	\$108	\$324
1-3	20%	\$221	\$663	20%	\$211	\$633	20%	\$186	\$558	12%	\$69	\$207

### **Undergraduate Part-time Enrollment**

<b>Credits</b>	<b>Infants</b>			<b>Toddlers</b>			<b>Preschool</b>			<b>School Age</b>		
	<b>%</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>%</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>%</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>%</b>	<b>Monthly</b>	<b>Quarterly</b>
10-11	53%	\$585	\$1,755	53%	\$559	\$1,677	53%	\$494	\$1,482	31%	\$177	\$531
8-9	43%	\$474	\$1,422	43%	\$454	\$1,362	43%	\$401	\$1,203	25%	\$143	\$429
6-7	32%	\$353	\$1,059	32%	\$338	\$1,014	32%	\$298	\$894	19%	\$108	\$354
3-5	20%	\$221	\$663	20%	\$211	\$633	20%	\$186	\$558	12%	\$69	\$207

**\*Please note for graduate students who enroll for 2crs during the summer:**

Although your department may consider you "Fulltime" the Childcare Assistance Program determines your eligibility based on the number of credits for which you are enrolled and paying tuition and the Services and Activities Fee.

### **DISTRIBUTION OF FUNDS**

- The amount distributed to a student each quarter is based on the cost estimates listed by the student on the Childcare Center/Home Enrollment form (used for the first award quarter only or when starting at a new center) or on the UW Quarterly Cost Verification/Reconciliation Form (for all subsequent quarters).
- The funds disbursed are an advance payment of the Childcare Assistance Program's portion of the quarterly childcare costs.
- Funds are disbursed to students via direct deposit through the UW student account after the census day of each quarter. \*Please note: it takes 2-3 business days for the funds to arrive in the student's bank account once the direct deposit has been set up. (If a student does not have direct deposit, a check will be mailed to the student's local address. However you can set up direct deposit through your MyUW: <http://myuw.washington.edu/>)
- Information regarding the amount of your funding or disbursement of your funds will not be released to anyone other than the awarded student unless a yearly **authorization for information release** is completed on-line with the Office of Student Financial Aid (This is done on-line through your Student Personal Service on your MyUW: <http://myuw.washington.edu/>,

### **RESPONSIBILITY OF STUDENT PARENTS**

- All monies paid to the student are to be paid to the childcare provider indicated on the current Center/Home Enrollment Form.
- The student parent, **not the childcare provider, must** provide quarterly documentation of charges to the Student Parent Resource Center.
- The student-parent, **not the childcare provider**, is responsible for returning all forms by the deadline and for making sure the University receives a refund for any overpayment of assistance (whether the refund comes from the student-parent or from the childcare provider).

### **END-OF-THE-QUARTER DOCUMENTATION**

- The Quarterly Cost Verification form provides state and university auditors end of the quarter **retroactive and actual** proof of charges and payments by the student-parent and the Childcare Program.
- The due dates for Verification forms and back up documentation for the 2011-2012 award year are:  

<u>Summer</u> - September 23rd	Autumn - December 16th
<u>Winter</u> - March 23rd	<u>Spring</u> - June 15th
- Acceptable back-up documentation may be any one of these items:
  - 1) **Daycare record, invoice, statement or ledger page, OR**
  - 2) **Legible copy of canceled check (both sides), OR**
  - 3) **Legible copy of cashier's check, or of money order, OR**
  - 4) **Legible copy of personal check or check carbon (from checkbook) *AND* bank statement showing payment of check, OR**
  - 5) **Typed and Signed letter from the provider verifying the actual monthly cost of childcare, dates, types (check or cash), source (student, DSHS, milkfund etc) and amount of payments received for each month of the corresponding quarter.**

- **The Verification form must be filled out even if you are leaving the childcare program at the end of a quarter** in order to reconcile our funds paid to you in advance of each quarter.
- If forms are not turned in, the Student Parent Resource Center may place a hold on transcripts and registration and the student may be required to repay the entire amount of the assistance back to the program.
- On the basis of the information on the Verification Form, we will calculate the UW's portion of the actual childcare costs and compare it to the portion initially estimated at the beginning of the quarter.

### **SCHOLARSHIPS OR FEE REDUCTIONS**

- If there is a question about payments, we may request copies of the accounting records from the childcare provider.
- **If you are receiving money from DSHS, DVR, Milk Fund, etc., this information needs to be reflected on the end of the quarter Verification Form and back up documentation.**
- It is the student's responsibility to inform the Student Parent Resource Center of external financial assistance. It is in the student's interest to keep us informed so that we can adjust payment at the beginning of the quarter.

### **REPAYMENTS**

- Childcare assistance is paid in advance based on estimates.
- If the UW portion of the actual cost is either higher or lower than the estimated advance, then appropriate adjustments will be made.
- If there is a difference and you are continuing in the program, the next quarterly disbursement will be adjusted to reflect the difference.
- If you are not continuing in the program you will be required to repay any overpayment to the University, for underpayments a final disbursement will be made to you.

### **APPLYING FOR CONTINUED ASSISTANCE**

- **Participation in the Childcare Assistance Program during one award year does not guarantee continued assistance in following years. Childcare assistance must be applied for on a yearly basis.**
- To apply for Childcare assistance, student-parents must submit the **FAFSA** (Free Application for Federal Student Aid) and the **Childcare Assistance Application** to the Student Parent Resource Center by the deadline **each** year.  
**\*International Students do not complete the FAFSA, rather they complete an International Student Financial Statement Form available on the Student Parent Resource Center webpage.**

### **MISCELLANEOUS**

- Money received through the Childcare Assistance Program may be considered taxable income and will be listed on your 1098T form. Please note we are not trained to advise on tax laws. Please contact a tax advisor for their instructions in utilizing the information on the 1098T when filing your taxes.
- If your child reaches Toddler age (13 months) but is not developmentally ready to move to the toddler room of your daycare, please contact our office regarding this circumstance.

Any of the forms or information noted in this document can be found on our website at:

[www.studentparent.uw.edu](http://www.studentparent.uw.edu).

If you have any questions, or your childcare circumstances change, please contact the Student Parent Resource Center, 180 Schmitz Hall, (206) 543-1041.