

# Child Care Funding Student Parent Handbook 2017/18

## Introduction:

The UC Davis Child Care Funding program is composed of two grants, the Graduate Student Child Care Grant and the Community Based Care Grant

### 1. Graduate Student Child Care Grant (GSCCG)

The UC Davis Student Parent Child Care Funding Program Graduate Student Child Care Grant (GSCCG) is designed to partially defray Graduate and Professional student families' child care expenses.

The grant is offered year-round and is adjusted dependent upon term schedule (semester or quarter) as some Professional Schools work on a different schedule. Students receive either \$900 per quarter or \$1350 per semester for a total of \$2700 for the Academic Year. Summer term is eligible for \$900. A total of \$3600 per calendar year is available to students. The GSCCG is a per UC student, per term flat award of up to \$900 per quarter (\$1350/semester). It is not based on financial-need and all graduate students with documented child care expenses are entitled to this grant. Two UC Student Parents can each receive the term grant.

### 2. Community Based Care Grant

The UC Davis Student Parent Child Care Funding Program Community Based Care Grant (CBCG) is designed to partially defray student families' child care expenses and is available to students identified with financial-need.

The grant is offered during the Academic Year and is adjusted dependent upon term schedule (semester or quarter), the age of the child, as well as the number of children.

## GSCCG Eligibility:

- In order to qualify, the student must be enrolled full-time in a graduate or professional degree program, or on filing fee status (one term of filing fee status allowed) or, for summer term only, hold at least a 25% Academic Student Employee position or Graduate Student Researcher appointment.
- Students must claim and reside with dependent children 12 years old or younger at least 50% of the time.
- Students must incur child care expenses from persons other than the parents/legal guardians of the child(ren).
- Students who are "In Absentia" are eligible as long as they are with their children.  
<https://gradstudies.ucdavis.edu/current-students/admissions-academic-services/absentia-faq>
- Qualifying eligibility does not include:
  - Planned Education Leave Program (PELP)

- UC Davis Extension
- Experimental College
- Auditing classes
- Students enrolled in [Self Supporting programs](#)
- Postdocs
- Undergraduate Students
- Medical and Veterinary Residents
- Visiting Students

### **GSCCG Summer Provisions:**

As most graduate students are not enrolled in coursework for the summer, they may alternatively be an Academic Student Employee or Graduate Student Researcher with at least at 25% appointment to be eligible. Fellowships and internships are not eligible, nor is less than full-time summer enrollment. Medical and Nursing School students are generally enrolled full-time. As child care situations often change during the summer months, the definition of Child Care Provider extends to include week-long, multi-hour “camps” as eligible. In lieu of a child care provider signature on the application, students may submit the child’s paid registration in such programs. During the Academic year, recreation programs are not eligible as child care.

### **CBCG Eligibility:**

- In order to qualify, the student must be enrolled at least half-time, in a degree program at either the undergraduate, graduate or professional level.
- Students must claim and reside with dependent children 12 years old or younger at least 50% of the time.
- Students must incur child care expenses from persons other than the parents/legal guardians of the child(ren).
- Students must demonstrate financial need.
- Students must maintain Satisfactory Academic Progress (SAP).
- Qualifying eligibility does not include:
  - UC Davis Extension
  - Experimental College
  - Auditing classes
  - Postdocs
  - Medical and Veterinary Residents
  - Visiting Students
  - Planned Education Leave Program (PELP)
  - International Students who have expenses for dependents listed on their I-20
  - International Students who have a present spouse who is ineligible to work.

### **Approved Child Care Providers: (GSCCG & CBCG)**

- Family Child Care homes
- Child Development Centers
- Nannies
- Friends, neighbors and relatives

A child's parents are not considered "child care providers." Private elementary schools, including kindergarten are not eligible as free public education is available. Recreation programs are not eligible during the Academic year, but exceptions for recreation programs are made for summer (GSCCG only).

### **Coordination of the Two Programs:**

All graduate/professional students with child care expenses should apply for the GSCCG. The GSCCG is *not* a financial-need-based program. In addition to the GSCCG, a graduate/professional student who demonstrates financial need may be eligible to receive a supplemental grant through the Community Based Care Grant (CBCG). This program provides funds per child *minus* any funds received through the GSCCG. To apply, students complete the Graduate/Professional Student Supplemental CBCG Application and supporting documentation.

### **Financial Eligibility: (CBCG only)**

Eligibility is based upon the FAFSA or California Dream Act application. All applying students\* must complete the FAFSA at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) or Dream Act Application at [http://www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)

If adult/parent #2 is not included in the FAFSA or Dream Act, (not married) students must provide financial information from that parent or must certify on the application that adult/parent #2 does not contribute financially to the children for which aid is requested. Total parental income (both parents), is factored to determine financial eligibility.

\*International students, who are not eligible to complete a FAFSA or Dream Act application are still eligible to apply for CBCG, but must complete an additional application specifically for International students and provide a copy of their I-20 F-1 Visa, and if applicable, a recent US tax return, spousal J-2 Visa, and copies of all current banking account statements. Additionally, International Students who have established funding for "Expenses of Dependents" as listed in their I-20, are not eligible as they have established they have funding for dependents as part of their agreement.

\*International students who have a present spouse who is ineligible to work in the United States, and/or not a UC Davis student, are not eligible for CBCG funds as the financial necessity of hiring outside child care is not established.

If the total grant amount does not meet the total cost of care, Financial Aid will automatically offer a child care loan to applicants who are US residents.

Students can complete and submit an Alternative Budget Consideration (found on the Financial Aid

website) to Financial Aid which can increase their financial need based upon having dependents. This adjustment increases their need/costs and could potentially increase their eligibility for grants and loans.

**Special Need Situations:** It is recognized that when a family has a child or adult with special needs, there are increased demands within the family that warrant special consideration. In these situations, enrollment eligibility and provider use will be determined on a case by case situation.

- **Medical Incapacitation:** If a participant has a medical or psychiatric special need to the extent that their ability to provide normal care for the child is significantly limited, they may qualify for care.
  1. Participant will need to have a Medical Incapacitation form filled out by a medical professional licensed in the United States. This must show the diagnosis and reason the adult is unable to provide care for his or her child/children.
  2. The form will need to be renewed each quarter.
  3. At least one adult family member of the family must fulfill the student eligibility requirements, either full or part-time.
- **Foster Care/ Legal Guardianship:**
  1. Must have documents showing custody of child/children.
  2. All family income will be counted toward eligibility

## **Financial Terms: (GSCCG & CBCG)**

If an approved student is not enrolled for the term, funds will not disburse. Winter and Spring funds disburse well before the first day of the term so students should ensure that they are enrolled by the end of the previous term as to not delay their disbursement (mostly a concern for graduate students). If a student withdraws for any reason (PELP, dismissal, etc.) they are subject to the Return of Aid process which prorates enrollment dates and will withdraw awarded funds for the remainder of the term.

If a student receives additional funding other than what is currently posted on financial aid package, including but not limited to Departmental awards, Fellowships, Stipends, Research or Teaching Assistantships (RA/TA) these funds may affect the amount /eligibility of CBCG. To ensure accuracy and avoid additional billing students must report these additional resources to WorkLife and Wellness. The individual departments often do not post these to BANNER until late in the term and this can prevent disbursement of funds as it changes the student's qualification for CBCG funds.

## **Application Process: (GSCCG & CBCG)**

**GSCCG: Grant period available year-round based on Fiscal Year, (July 1-June30)**

Applications are accepted on an ongoing basis and are available online and in person at the beginning of the fiscal year (July1). These funds are always available and will not run out.

Students may apply for current (up to last instruction day of term) or future (through academic year) quarters/semesters. If students plan to be enrolled for the entire academic year and their child will be receiving the same care for the year, they may apply in the Summer for Summer, Fall, Winter and Spring as long as the signed application reflects the anticipated enrollment and care. Retroactive funding for terms which have passed is not available. Applications may be submitted either in person, scanned and emailed or faxed. Graduate or Professional Students applying for CBC must apply for GSCCG concurrently or beforehand as CBCG supplements GSCCG. Those applying for GSCCG beginning in Summer can also apply for supplemental CBCG funds which would start in the fall as long as the Provider information is provided for those future terms.

### **CBCG: Grant period available October-June (Academic Year)**

Academic year applications are available online and in person in June for the following year (July) and accepted on an ongoing basis. These funds are limited and can theoretically run out, however we have the programming set up so that we have yet to run out each year.

Students may apply for current (up to last instruction day of term) or future (through academic year) quarters/semesters. If students plan to be enrolled for the entire academic year and their child will be receiving the same care for the year, they may apply summer or in the Fall for Fall, Winter and Spring as long as the signed application reflects the anticipated enrollment and care. Retroactive funding for terms which have passed is not available. Applications may be submitted either in person, scanned and emailed or faxed. Graduate or Professional Students applying for CBC must apply for GSCCG concurrently or beforehand as CBCG supplements GSCCG.

### **Clarifications/Decisions/Standards:**

**Terms:** The total award amounts for a year (July through June) are the same totals, but are broken down slightly differently.

Those on quarter system: (calculated at three months per term)

- Summer: July, August, September
- Fall: October, November, December
- Winter: January, February, March
- Spring: April, May, June

Those on semesters:

- Summer: July, August, September (calculated at 3 months)
- Fall: calculated at 4 months
- Spring: calculated at 5 months

So, for instance, if the student indicates the cost of care at \$500 per month, someone on the quarter system has a cost of \$1500 for the term. Someone on the semester system would have a summer cost of care of \$1500, fall cost of care of \$2000 and a spring cost of care of \$2500. While the grant dates will not match up with the semester students as cleanly as quarter students, the amounts end up being the same and keep within the Academic calendar year.

A summer, fall, winter or spring GSCCG award is always \$900 per UC student for students on the quarter system. CBCG supplements this first \$900 for Graduate and Professional students but is based per child rather than per UC student. CBCG is calculated by the same months with the awards based on the age of the child.

Departments that are on the semester system include School of Law and some programs in the School of Veterinary Medicine. Health System is on quarters, but not the same exact dates as main campus.

### **Age/Eligibility of children**

For GSCCG and CBCG, children must be age 0 through age 12 and living with the UC student at least half-time. If an infant is born mid-term, eligible weeks will be prorated after the first week of birth.

For CBCG, to best reflect the cost of care, awards are based on a graduated scale dependent upon the age of the child. Based upon the amount of money available and the number of students qualifying, our goal is to cover about 1/3 the cost of care no matter the age of the child (about one month in a quarter).

- 0-2 \$1600 per quarter/\$24000 per semester
- 2-5 \$1100 per quarter/\$1800 per semester
- 6-12 \$600 per quarter/\$900 per semester

A child who is in Kindergarten is still eligible for the 2-5 category as Kindergarten is half-day in Davis and requires more child care than subsequent grades. So the age range is somewhat flexible to accommodate that policy. The costs of private schools, including Kindergarten are not considered child care as this schooling is available for free.

A child's age is determined at the first day of the term. A child will fall into the categorical breakdown listed above based upon their age at the first day of the quarter. If they age into another category during the term the amount will not be adjusted until the next term.

If a student is expecting a baby during the upcoming year, they must wait until the child is born to apply. If they have already applied/approved for existing children, we simply add the new child when needing childcare and will only need the Child Care Provider information section for that addition.

### **Enrollment**

To qualify for GSCCG students must be enrolled full time which is defined as a minimum of 12 term credits except for Medical School which is a minimum of 9 credits. Students are allowed one term on Filing Fee. Filing Fee status is when a graduate student has completed all requirements for their degree

except for filing the master's thesis or doctoral dissertation. They are technically not enrolled in coursework so we need to override the Financial Aid system to ensure funds. To qualify for CBCG, students must be enrolled at least part time which is 6 credits.

### **Two Student Parents**

When there are two student parents the awards are broken down in the following manner:

Each UC student parent receives \$900 GSCCG as long as the cost of care meets or exceeds the combined total of \$1800 per quarter/ \$2700 per semester. If this family also qualifies for CBCG, awards are as follows:

If they have one child: Each parent receives GSCCG, if there are still costs, the CBCG grant is first assigned to one parent so that parent's GSCCG will be supplemented with CBCG funds. As CBCG is "per child" and not "per UC student" the supplement only goes to one parent.

If they have multiple children: Each parent receives GSCCG, if there are still costs, the CBCG grant is assigned to one parent so that parent's GSCCG will be supplemented with CBCG funds. As CBCG is "per child" and not "per UC student" the supplement only goes to one parent. The second child is assigned to parent 2 who will receive supplemental funds. Additional children are funded fully from CBCG grants to whichever parent will be enrolled the longest to minimize switching/moving funds.

### **Payment:**

Funds are deposited into the student's UC Davis student account to pay/reimburse the qualified child care provider. If there is a debt in that account, funds may be absorbed as this aid is from UC Davis. Processing time generally takes less than one month from application to payment. However, due to backlogs at Financial Aid, fall processing may take up to six weeks. International students will have taxes removed before fund disbursement. Residents must report this grant as income and will be provided with the appropriate form (1098T) from UC Davis.