

# UC Davis Student Parent Child Care Grant Handbook

## 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 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, is per UC student parent and is a per term flat award. It is adjusted dependent upon term schedule (semester or quarter) as some Professional Schools work on a different schedule. Students receive either \$1100 per quarter or \$1650 per semester for a total of \$3300 for the Academic Year. Summer term is eligible for \$1100. A total of \$4400 per calendar year is available to students. 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 Community Based Care Grant (CBCG) is designed to partially defray student families' child care expenses and is available to all 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. Summer term is eligible as long as the student is registered AND completes at least 6 units.

## GSCCG Eligibility:

- In order to qualify, the student must be either:
  - 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 a 25% appointment to be eligible. *Fellowships and internships are not eligible.*

**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).
- Coming in 2020/2021 Academic Year, second parent will have a part-time work requirement. This will require a current paystub(s) to cover most recent 30-days or verification of employment completed by second parent’s employer.
- Qualifying eligibility does not include:
  - UC Davis Extension
  - Experimental College
  - Auditing classes
  - Postdocs
  - Medical and Veterinary Residents
  - Visiting Students
  - Planned Education Leave Program (PELP)

**CBCG Summer Provision:**

To be eligible to receive summer CBCG funds, an undergraduate, graduate or professional student must be enrolled and complete 6 units of coursework.

***\*Please note:** the graduate student program must have started to be eligible to receive grant funds.. For example, a graduate student has been accepted to a program to begin in the Fall quarter, they are NOT eligible to receive funds for the Summer before, even if they are employed as a GSR or ASE..*

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

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

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

- 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.

### **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 provide 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 child(ren) for which aid is requested. Total parental income (both parents), is factored to determine financial eligibility.

**\*Undergraduate students**, when you apply for the Child Care Grant, Financial Aid and Scholarships may also include the option of University Student Loan for Child Care based on your eligibility and available funding at the time of awarding.

**\*Graduate/Professional students:** If seeking additional funding please contact Financial Aid and Scholarships regarding loan options.

**\*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 the following supporting documentation:

- a copy of their I-20 or DS-2019,
- a copy of spouse/parent 2's J-2 Visa,
- a copy of their most recent tax return, all pages, and
- a copy of the past 6 months checking and savings bank account statements, all pages.

International 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.

### **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 the WorkLife office. 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-June 30)**

Applications are accepted on an ongoing basis and are available online and in person at the beginning of the fiscal year (July 1). These funds are always available and will not run out.

Students may apply for current (up to last 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, we prefer they 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 the Summer can then later apply for supplemental CBCG funds in the fall when those applications are available. There is no need to submit an additional GSCCG application in the fall if there is one already on file for the fiscal year (applied in summer with ALL terms already indicated by Child Care Provider).

### **CBCG: Grant period available year-round based on Fiscal Year (July 1-June 30)**

Applications are available online and in person the end of June 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 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 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 the CBCG 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 for 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 \$1100 per UC student for students on the quarter system. CBCG supplements this first \$1100 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).

- Age 0-2:           \$1600 per quarter/\$2400 per semester
- Age 2-5:           \$1200 per quarter/\$1800 per semester
- Age 6-12:         \$600 per quarter/\$900 per semester

A child who is in Kindergarten is still eligible for the 2-5 age 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 as of the first day of each quarter. A child will fall into the categorical breakdown listed above based upon their age on 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 credits except for Medical School which is a minimum of 9 credits. Some programs in the Department of Education have "full time" at less than 12 credits but we allow funding as it is considered "full time" by the department.

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 defined as 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 \$1100 GSCCG as long as the cost of care meets or exceeds the combined total of \$2200 per quarter/ \$3300 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.

## **Petitions:**

For student parents who are not eligible or do not qualify for the CBCG funds, a petition process is available to further explain these special circumstances.

Some examples include, but are not limited to:

- Child has aged out of the program but is disabled and requires additional support;
- Income has significantly changed from that reflected on student FAFSA;
- International student second parent can't provide a work visa, but has significant international employment or taking classes requiring more childcare than is provided under the GSCCG

Student parent will complete the initial Petition form and return to WorkLife, with all supporting documentation. Petitions will be managed and approved on a case-by-case basis.

## **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 between 4-8 weeks. Subsequent terms disburse before the first day of classes so being enrolled early will avoid delays in payment.

Direct Deposit is the preferred method for UC Davis students to receive their financial aid refunds. To sign up please visit [Direct Deposit](#) or contact the [Student Accounting Office](#) located in 2100 Dutton Hall for other options.

To locate funds in your student account, go to [https://mybill.ucdavis.edu/C21642\\_tsa/web/login.jsp](https://mybill.ucdavis.edu/C21642_tsa/web/login.jsp) and navigate to "Award Detail by Term." As these grants are provided by UC Davis, funds **will be** absorbed into any debt you may have in your account. If you withdraw for any reason your funds will go through the Return of Aid process.

Please review your [Rights and Responsibilities as a Financial Aid Recipient](#).

### **Tax Consequences:**

Residents must report this grant as income. Student parents must access the UC Davis Finance and Business website to access their 1098-T:

<https://financeandbusiness.ucdavis.edu/student-resources/accounting/tax-info>

**\*International students** will have taxes removed before fund disbursement.