

Financial Aid MN Postsecondary Child Care Grant Information and Awarding Policy

POLICY: Financial Aid MN Postsecondary Child Care Grant Information and Awarding Policy			
POLICY NUMBER:	720.05	CUSTODIAN:	Academic Dean
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REFERENCES: Minnesota Office of Higher Education			

Part 1. Policy Background and Purpose.

The Postsecondary Child Care Grant (PSCCG) is a program is funded by the Minnesota Office of Higher Education (MOHE) to assist students in paying for childcare so students can attend college.

Part 2. Definitions.

SAP-Satisfactory Academic Progress

PSCCG-Post Secondary Child Care Grant

FAFSA-Free Application for Federal Student Aid

MOHE-Minnesota Office of Higher Education

ISIR-Institutional Student Information Record

MFIP-Minnesota Family Investment Program

PR-Purchasing Requisition

Part 3. Responsibility.

Financial Aid Coordinator is responsible for administering this policy.

The Finance Department must provide the Financial Aid Coordinator monthly reports as soon as a month has ended.

The Registrar will notify Financial Aid Coordinator when a student is withdrawn from a course or the semester by email.

Part 4. Policy

Subpart A. Assistance may be available to students who are Minnesota residents, enrolled in at least 6 credits, not in default on any education loan, not receiving benefits from Minnesota Family Investment Program (MFIP), who are making Satisfactory academic progress (SAP), demonstrate financial need as determined by Free Application for Federal Student Aid (FAFSA), and have dependent care expenses for qualifying children age 12 and under (14 and under if child has a documented disability). Available funding is determined each year by Minnesota Office of Higher Education.

Subpart B. Students may apply at the beginning of the academic year or at the beginning of each semester thereafter for the upcoming academic year. Funds are awarded on a first-come, first-served basis. If/when the school runs out of funds, students will be placed on a waiting-list and awarded in the order of the application receipt date.

All incomplete applications will be returned to the student, and the official application date will be determined once the grant application is completed and returned to the Financial Aid Coordinator.

Students must report to the Financial Aid Coordinator any changes to data reported on the Postsecondary Child Care Grant application within 10 days of the change occurring. The student is notified of this requirement in the student certification section of the application.

It is left to the discretion of the Financial Aid Coordinator to determine whether the student's failure to report changes was an unintentional oversight or an intentional withholding of information from the school. The school must use the new information provided by the student to determine eligibility, recalculate the award, if required, and collect any overpayments from prior disbursements.

Subpart C. Financial Aid Coordinator will determine if the student qualifies for the grant by reviewing the ISIR, childcare provider verification, student application, grant rules, and available funding. Childcare verification will be done through a letter from the Financial Aid Coordinator to the provider asking for a previous month's childcare bill, IRS form W-9, and proof of residency along with the verification. Residency can be proven with a copy of a recent utility bill or through a state or tribally issued ID. The guidelines for eligibility are determined by the MOHE and could change from funding year to funding year. First priority will be given to students who received a

Postsecondary Child Care Grant award in the immediately preceding fiscal year, have had continuing enrollment at the same school, and submitted applications before the deadline date established for the prioritization (first come, first serve) of applications. WETCC will use the census date for each semester as the priority deadline.

All PSCCG applicants who need childcare assistance must be considered in the priority ranking. Lowest priority will be assigned to applicants who provided fraudulent information on a previous application. If WETCC has reason to believe that the student and/or provider intentionally reported fraudulent information on the program application, the school should recalculate the award, collect any overpayments and cancel the award for the remainder of the academic year. The school must report the case of fraud to the MOHE and take any necessary actions against the student and/or provider.

Subpart D. The institution is responsible for the calculation of each student's PSCCG award. The calculation must be documented for each child for each term. It must be recalculated at the beginning of each semester based on assumed actual costs and enrollment status for that term. The total PSCCG awarded to the provider on behalf of the student each semester is the sum of the PSCCG awards for each of the student's eligible children. A student could receive a PSCCG for the academic year and summer term. See grant information for further details.

Once the award is approved; the Financial Aid Coordinator will complete the Award Letter. If it is denied, a Denial Letter will be completed. A copy of the letter will be kept in the student's financial aid file and a copy will be emailed to the student.

The amount awarded to the childcare provider cannot exceed the normal childcare rate.

The childcare provider will be sent IRS form 1099 yearly by Finance Department.

Financial Aid Coordinator will recalculate the students grant information upon receipt of change in enrollment and recalculate the monthly disbursement accordingly according to the Financial Aid Grant Calculator spreadsheet on the MOHE website.

Subpart E. Awards will be made on a monthly basis to the childcare provider. The Financial Aid Coordinator will fill out necessary PR bi-weekly along with supporting documentation and turn into the Finance Department for payment.

Subpart F. In August of each year, the Financial Aid office will submit the Postsecondary Child Care Grant Program End of Year Report to the MOHE.

Subpart G. Five percent of the funds that are allocated will be used for Administrative Expenses.

All documents relating to a student's PSCCG award, whether produced or received by the financial aid office, must be dated with the date the document is produced and/or received.