Alamance Community College Child Care Grant Policy and Procedures

The Alamance Community College Child Care Grant (CCG) is provided to assist currently enrolled students with their child care costs so they may be able to successfully complete their educational goals. Students **meeting the eligibility requirements** are encouraged to apply. Priority will be given to students meeting the eligibility requirements who do not have any other source of child care funding. The Child Care Grant will be awarded to as many students as funding will allow. Once all funds have been awarded, those students applying that meet the eligibility requirements will be added to the ACC Child Care Grant Waitlist. Child Care Grant Applications are valid for one school year. Students must complete a new Child Care Grant Application to be considered for the upcoming school year. Applications for the upcoming school year will be accepted starting June 1st. Applications will be accepted until April 1st of the current school year. Incomplete applications will not be considered.

Application Process

To apply for the NC Child Care Grant, a student must complete the following:

- FAFSA Application with ACC
- FAFSA verification process with the ACC Financial Aid Office
- Admissions Process for a curriculum program at ACC
- Child Care Grant Application
- Attach to the CCG application: a copy of the DSS voucher amount, the denial letter for DSS, or a letter verifying that they are on the waiting list for DSS

Eligibility

- Minimum GPA of 3.0
- Minimum Completion Rate of 75%
- Must be currently enrolled in a degree or Title IV eligible diploma program
- Must be enrolled at least 6 credit hours (at least half of all classes should be on campus)
- New students must have an established GPA and Completion Rate with ACC
- Be a North Carolina resident

Students who are not eligible, will be sent a letter of non-eligibility from the financial aid office outlining why they are ineligible for the CCG. New students are not eligible for the grant as they have not yet established a GPA and Completion Rate with Alamance Community College. Students must be currently enrolled at ACC to be considered. Students who are on the CCG waiting list and fall below the SAP minimum, will be removed from the waiting list and sent a letter of ineligibility. A waiting list is maintained until April 1st of each year. A new waiting list will be established each school year. Previously awarded students who are still enrolled for the following school year will be given first priority. Students can receive Child Care Grant funding for a maximum of two years during their time at ACC, provided they are meeting the eligibility requirements.

Priority Selection Process

In making selections, priority will be given to students who:

- Have the earliest application date
- Are not receiving child care assistance from an outside source
- Have the greatest financial need
- Have a 3.0 GPA or higher. (If the above 3 items are equal, the applicant with the highest GPA will be served first)
- Have a Completion Rate of 75% or higher

Though the grant will cover after school care programs, priority will be given to students needing day care services.

Approval Process

Once a student has been selected to receive the CCG, they will be sent an award letter in the mail instructing them to make an appointment with the CCG Coordinator and a list of items that they must provide. The list of items is as follows:

- The CCG Approval form
- A copy of the birth certificate for each child to be covered by the grant
- A copy of the DSS voucher amount, if not previously provided with the application
- CCG Contract
- A letter from the licensed child care provider verifying the child's enrollment or start date and the weekly rate to be charged
- A copy of the child care provider's license

Awarded Students

Once a student has been awarded the CCG, they will be expected to maintain certain responsibilities to remain eligible for the grant for the school year. Awarded students must commit to the following:

- Enroll and attend at least 9 or more credit hours to receive the full award of $600 **OR** enroll in 6-8 credit hours to receive up to the partial award of $300
- Maintain a GPA of 3.0 or higher each semester enrolled
- Maintain a completion rate of 75% or higher while enrolled
- Report any changes in enrollment immediately to the financial aid office
- Pick up and return the Verification of Attendance forms to the financial aid office by the 5th day of every month. Students who turn in their forms late two consecutive months, will be removed from the grant. Verification of Attendance Forms turned in AFTER the 10th of the month, will not be covered by the grant and the student will be responsible for the entire amount.
- Children covered by the grant must attend their daycare 80% of the month to receive the grant or the amount will be prorated based on a daily rate
- Report any changes of your child's daycare enrollment immediately to the financial aid office. This includes changing the amount of days your child attends, or switching child care centers
- Report any changes in outside daycare assistance immediately to the financial aid office. This includes becoming eligible for DSS vouchers, changes in DSS voucher amounts, expiration of DSS vouchers, or loss of assistance for the DSS child care grant program

Students who do not adhere to their responsibilities while on the grant will be removed from the grant and their funding will be awarded to another student. Once removed from the Child Care Grant, a student must submit a new application and start the process from the beginning to be considered for the grant again. Their name will be added to the waiting list if they are still meeting eligibility requirements.

Students who are awarded the grant must be continuously enrolled to remain eligible for funding. For example, a student cannot attend fall with the CCG grant and then take the spring off and return the following fall expecting to receive the grant. Students will not be penalized if they do not enroll for the summer semester, however they are required to reapply for the upcoming fall semester.

Additional Information

The CCG does not cover the summer semester. Students will be responsible for their child care expenses for the months of June, July, and August.

Students can receive the CCG for a maximum of TWO YEARS.

Although online courses are acceptable for child care grant students, students must have at least half of their enrollment in on campus courses to remain eligible for the grant.

If both parents are students at ACC, and they both meet the eligibility requirements, they may EACH submit a Child Care Grant Application.

The Child Care Grant does not cover Daycare registration or enrollment fees, physical fees, or other additional daycare costs not associated with the monthly charge for enrollment.

Students must be enrolled at least halftime to be eligible, and at least half of those credits must be on campus classes (as previously stated above). Less than half time students cannot receive the grant.

The ACC CCG will only cover licensed daycare centers.

Students must be North Carolina residents to be eligible for the grant.

A student may only change their daycare center up to two times during a school year. Additional transfers will result in loss of the grant.

The CCG will cover the academic year beginning in September–May, However, the grant coordinator cannot guarantee that childcare expenses will be paid for the entire period of enrollment. Every effort will be made to cover as many students as possible for the entire academic year.

CCG will continue to pay for awarded students during college holidays and breaks as long as the student remains enrolled immediately before and after the break. If a student will not be enrolled directly after the break, the grant will only cover the period up to when the break began.

The grant will cease to pay starting the date the student becomes ineligible. For example, if a student's GPA falls after grades come in, and the student becomes ineligible, the grant will stop the week the grades are known. The week the student becomes ineligible, the grant will finish out only the charges for that week and then the student will be removed from the grant.

The applicant must be the legal parent or guardian of the child.

Awarded students must pick up and return the Verification of Attendance forms to the financial aid office by the 5th day of every month. Students who turn in their forms late two consecutive months, will be removed from the grant. Verification of Attendance Forms turned in AFTER the 10th of the month, will **NOT** be covered by the grant and <u>the student will be responsible for the entire amount</u>