BEAUFORT
COUNTY COMMUNITY COLLEGE
Office of Financial Aid

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Child Care Assistance Program Guidelines

Program Purpose
The Child Care Assistance Program is intended to serve student-parents who need assistance paying for child care costs in order to attend Beaufort County Community College. The purpose of the program is to increase the retention of eligible students so they can plan and complete a training program in order to become economically self-sufficient. No faculty, staff, or administrator employed by the college may receive or utilize funds from this grant with the exception of qualified "work study" students.

Definition of Child Care Provider
For the Child Care Grant, a childcare provider is a person, business or organization that provides childcare services to its clients or customers. Examples include:

- Licensed daycare or individual provider
- Unlicensed childcare provider
- Student-parents' parent
- A personal nanny
- Afterschool programs
- Summer programs

Student Requirements
To be eligible for initial entry for child care assistance, applicants must:

- Not receiving child care funding assistance from any other source (ex. Department of Social Services)
- Be a North Carolina resident (funds cannot pay for child care provided outside of North Carolina)
- Have at least one child under the age of twelve
- Demonstrate financial need by completing the 2022-2023 FAFSA
- Be enrolled in a degree or eligible diploma program
- Be registered at least half time (six or more credit hours) each semester
- Maintain at least a 2.0 cumulative GPA or be enrolled in first semester at BCCC
- Applied for assistance through the local Department of Social Services and either ineligible for services or currently on the waiting list

Application Process
Student-parent must complete a Child Care Grant Application and meet all the student eligibility requirements listed above by August 31, 2022 to be considered in the first round of applicants. Child care grants funds are limited and will be awarded to as many student-parents as funding will allow. Applications will be reviewed and ranked beginning on September 1, 2022. Students will be notified via their BCCC email account of their application status (approved, wait list, denied) and next steps.

Returning student-parents recipients are given priority with child care assistance, provided they meet the program eligibility conditions as outlined and submit child care grant application.

Complete the attached application and return with the following:

- Copy of the birth certificate for each child to be covered by the grant
- Copy of the social security card for each child to be covered by the grant
- Copy of student BCCC registration statement
- Copy of denial letter from Department of Social Services

- An official letter from the child care provider verifying the child's enrollment or start date and the weekly rate for each child
- Copy of the child care provider's license

The Child Care Grant application and all required documentation must be submitted to the Child Care Coordinator in the Financial Aid Office.

Responsibilities of the Student

Students are required to update the Child Care Coordinator on their attendance, academic performance, changes in course load, and/or class schedules. Students must maintain a minimum of six (6) credit hours each semester and maintain Satisfactory Academic Progress (SAP). Students are expected to attend all classes, laboratories, and shop sessions. Non-returning students and students withdrawing from classes must reapply for assistance and may lose their eligibility unless other arrangements are approved by the Child Care Coordinator prior to the students' departure from school.

Students must submit a monthly Child Care Invoice. The Child Care Invoice form is available in the Financial Aid office and must be submitted to the Child Care Coordinator by the last day of each month to ensure payment to child care provider. Any invoice forms received after the 5th of the month, will not be covered by the child care grant and the student will be responsible for the entire amount due. Students who submit their invoice form late for two consecutive months, will be removed from the program.

Use of Funds

Child care grant funds are used for:

- Dependent care and will only be paid directly to licensed providers.
- Expenses only for legal dependents of the student that are less than twelve (12) years of age and limited to **two children**. Payment for expenses are limited to $179/week per child and $358/week for two children. Balances owed after child care grant payments are the responsibility of the student.
- Total yearly payments may not exceed $5,728 per student ($11,456 for two children) and total financial assistance including child care may not exceed the students' cost of attendance as determined by BCCC financial aid office.
- All payments are contingent upon availability of funds. Every effort will be made to assist as many students as possible for the academic year (September - May). However, the Child Care Coordinator cannot guarantee that child care expenses will be paid for the entire period of enrollment.
- Child care funds may be disbursed only upon receiving an invoice from child care provider. Invoices must be submitted to the Child Care Coordinator by the due dates provided on the anticipated statement form. Funds shall be disbursed to the child care provider by the 20th of each month to pay for services provided the previous month.
- The College will pay child care facilities for dependent care over semester breaks if the student is enrolled and meeting student requirements in the semester prior to and after the semester break. Funds may also pay for child care during official holidays of the College.

Evaluation Criteria/Ranking System

Among applicants who meet the eligibility criteria of this program, priority in the selection process shall be given in the following rank order:

1) A prior recipient of benefits of the Child Care Grant who maintains satisfactory academic progress as defined by this program, who has continuing financial need, continues use of a provider who meets registration requirements, and who has not exhausted maximum award eligibility.

2) New applicants will be awarded based on the following criteria:
   - Financial need
   - Enrollment status (full-time vs half-time)
   - GPA

If two or more student-parent have the same rank, the highest financial need will be determining factor. The highest cumulative GPA will be the determining factor if rank and financial need are the same.

Termination from Child Care Grant Program
Students will be terminated from the program for any of the following:

1) Submitting or providing false and/or forged information.
2) Failure to maintain satisfactory academic progress.
3) Failure to maintain student requirements stated in Child Care Assistance Program Guidelines.
4) Failure to submit the required monthly forms by due dates.
5) Failure to notify Child Care Coordinator of any assistance received from other child care assistance programs.

Child Care Grant allocations can be suspended or reduced at any time due to lack of funds.