

# Pamlico Community College's Child Care Program

## Eligibility Requirements, Policies, and Procedures

### 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 Pamlico 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

### Eligibility Requirements

- Have at least one child under the age of twelve
- Be a North Carolina resident (funds cannot pay for child care provided outside of North Carolina)
- Demonstrate financial need by completing the 2024-2025 FAFSA
- Be enrolled in a degree or eligible diploma program
- Be registered at least half time (6 or more credit hours) each semester
- Maintain at least a 2.0 cumulative GPA or be enrolled in first semester at PCC

### Application Process

- Submit a **completed** application with all documentation.
- The student is **required** to provide updated information to the Financial Aid Office of any changes to their DSS status.

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

### The application must be submitted along with the following documentation:

- 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 PCC registration statement.

- Copy of letter from Department of Social Services regarding student's eligibility for funding. If student is eligible, the letter must include the monthly amount that is paid by Social Services to the childcare provider. If the student is denied or waitlisted, provide a copy of the waitlist or denial letter.
- 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. All providers will need to fill out and submit a W-9 form.

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

### **Responsibilities of the Student**

Students are required to update the Financial Aid Director 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.

**Students must submit a monthly Child Care Invoice and attendance sheet by the 3<sup>rd</sup> of each month.** The Child Care Invoice form and attendance sheets are available in the Financial Aid office. Any invoice forms or attendance sheets received after the 3<sup>rd</sup> 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**

- Dependent care and will only be paid directly to the childcare provider.
- 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 and total financial assistance including child care may not exceed the students' cost of attendance as determined by the PCC 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 Financial Aid Director can not guarantee that child care expenses will be paid for the entire period of enrollment.
- Child care funds may be disbursed only upon receiving a signed (student and provider) invoice and attendance sheet.
- Funds shall be disbursed to the child care provider by the 20<sup>th</sup> 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 ranking 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, 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-parents have the same rank, the highest financial need will be the determining factor. The highest cumulative GPA will be the determining factor if the 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:

- Submitting or providing false and/or forged information.
- Failure to maintain satisfactory academic progress.
- Failure to maintain student requirements stated in the Child Care Assistance Program Guidelines.
- Failure to submit the required monthly forms by the due date.
- Failure to notify the Financial Aid Director of any changes in 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.

*These funds are contingent upon the NC Legislature.*