

APPLICATION PRIORITY DATE: August 31, 2009

Purpose

Childcare needs for a student-parent can often times be a barrier in the ability to attend or continue educational goals. The UWB Services and Activities Fee Committee annually considers assistance toward student-parent childcare costs through the Childcare Assistance Program (CCAP).

The Childcare Assistance Program is designed to offset childcare costs associated with the student-parent's ability to attend UWB courses and/or complete class coursework. The CCAP was not designed to assist with a student-parent's work or other schedules. Unfortunately, CCAP can not cover private tuition costs, meals, registration fees, transportation fees, or other special fees. Although, charges associated with full-day public kindergarten may be considered. Kindergarten charges associated with private schools are not typically covered. Every attempt should be made by the student to minimize costs associated with childcare while in school.

If you have unusual or special childcare needs, please provide a written appeal statement that outlines what accommodations you are requesting, and justification for the request (i.e., a child that attends a special or private school due to the child's documented special needs). Submit the appeal letter with your completed CCAP Application Form and accompanying documentation.

Qualifications

In order to qualify for this assistance, a student must:

- Submit a completed CCAP Application Form with all necessary documentation by the priority date of **August 31, 2009***
- Be a matriculated UW Bothell student
- Be attending a minimum of $\frac{3}{4}$ time in the award term
- Be in good academic standing at the UWB during the award term
- Be paying in-state tuition, and not participating in the staff/state tuition exemption program
- Have a Free Application for Federal Student Aid (FAFSA) on file at the UW prior to the CCAP application filing date, and have financial need
- Be the legal custodial parent of the child, and the child must reside more than 50% time with the student-parent
- Be using a Washington State licensed or certified childcare provider who is not related to the student-parent by blood or by marriage

Funding

Applications received by the application priority date* will be ranked in order of need as determined by the Financial Aid Office. **Funds will be allocated for a maximum of one child per student.** Funding levels are based on age range. The chart below outlines the funding class for each age range.

•Infant and Preschool (Birth - start of 1st grade)

⇒ 40%, not to exceed an award of \$1,250/qtr.

•After school care (1st grade - 12 years)

⇒ 20%, not to exceed an award of \$500/qtr.

Families incurring childcare costs not paid by an outside resource while the student-parent attends school may have the costs considered in the student-parent's financial aid award. Please contact our office for forms and details.

***Awards may be made to student-parents who submit an application form after the CCAP priority deadline on a funds available basis.**

Back-up Documentation

Every verification form must have some kind of official documentation attached to it as evidence for our auditors that the costs reported on the forms are correct. The documentation should show the **total actual charges** (not just payments) for each month, as well as any fee reductions or support received from other agencies. Below is a list of acceptable forms of documentation:

*Please note that we cannot accept handwritten receipts.

- Copy of the Daycare Accounting Record, Ledger Card, Invoice, or Statement
- Copy of the canceled checks (front and back), monthly order, or cashier's check (clearly copied), showing that you have paid the CORRECT portion of the total costs for each month
- Copy of personal check or carbon and a copy of bank statement showing you have paid the CORRECT portion of the total costs for each month
- Typed letter signed by the daycare provider detailing names, dates of attendance, and total monthly costs for each child

Student Name: _____ ID#: _____
 Address: _____
 Phone: _____ SSN (optional): _____
 Email: _____

I am requesting child care assistance consideration for the 2009-10 academic year that is not covered by an outside resource.

Childcare Provider: _____
 Name of Director: _____ Phone: _____
 Full Legal Name of child: _____
 Age of child: ____ Does the child have special needs? Yes__ (please attach explanation) No __

Expected childcare cost per month:

AUT 09		WIN 10		SPR 10	
October		January		April	
November		February		May	
December		March		June	

- ✓ **Attach** either a written estimate or a cost sheet from the childcare provider (on letterhead or with provider's logo) outlining your quarterly costs.
- ✓ **Attach** a copy of the childcare provider's Washington State childcare provider license or certificate.

Verification will be required at the end of the each quarter documenting your actual costs. Failure to provide documentation of billing statements from the childcare provider listed above at the end of each quarter of participation will result in automatic termination from the program. We will request reimbursement of assistance, and a hold will be placed on your UW records until your account is satisfied. If you change childcare providers without prior notice, we may request reimbursement along with the resulting consequences. It is the student-parent's responsibility to inform the Childcare Assistance Program of any and all changes that may impact the award.

I have read, completed, and meet all of the conditions for participation on the reverse of this form. I certify the information provided on this form is true and complete to the best of my knowledge.

Student-parent signature: _____ Date: _____

CONDITIONS FOR PARTICIPATION
(Check all that apply)

- I am a matriculated student at the University of Washington, Bothell for the 2009-10 academic year.
- I will attend a minimum of $\frac{3}{4}$ time enrollment during the award term (minimum of 9 credits for undergraduate and Teacher Certification, and 7 credits graduate).
- I am in good academic standing at the University of Washington.
- I am designated as a resident for tuition paying purposes, and I am not participating in the Tuition Exemption Program for State or University employees.
- I have a Free Application for Federal Student Aid (FAFSA) on file for the 2009-10 academic year.
- I am the legal custodial parent of the child I'm requesting assistance for. I have more than 50% physical custody and the child resides at my place of residence.
- I am requesting assistance for a childcare provider who is licensed or certified with the State of Washington, and the provider is not related to me by blood or by marriage. (Please see administrator if your child will be enrolled in full day public kindergarten).
- I understand that the Childcare Assistance Program does not cover private school tuition, meals, registration fees, transportation fees, or other special fees.
- The child care costs that are covered by the Childcare Voucher Assistance Program are not being paid by any other state or federal agency.