

Wayne Community College

Childcare Assistance Program Guidelines

The North Carolina General Assembly allocates funds to assist student-parents enrolled in state community colleges with their childcare needs. Wayne Community College has a limited amount of funds to assist qualified students. All curriculum student-parents may be eligible and are encouraged to apply. Funds are awarded to students who demonstrate financial need and meet other eligibility requirements. To determine financial need, all students applying for childcare assistance must first complete the Free Application for Federal Student Aid (FAFSA). Applications may be completed online at www.fafsa.ed.gov or students may call 1-800-433-3243 to request a mail in form.

GENERAL INFORMATION

- ◇ Interested students should complete the **Childcare Assistance Application** and submit a copy of their child's birth certificate.
- ◇ Due to limited funding, Wayne Community College does not guarantee that funds will be available for the entire academic year (August-May) nor do we guarantee that we can cover all of your childcare expenses. **Childcare Assistance funds typically are not available for the first few weeks of the fall semester.** *Students will need to be prepared to accept responsibility for payments in the absence of funding.*
- ◇ To allow the greatest number of student-parents the opportunity for assistance, an **average rate** of \$60.00 per week or \$1200.00 per semester will be provided to eligible student-parents. Expenses in excess of this amount will be the responsibility of the student-parent.
- ◇ Student-parents are responsible for selecting the childcare provider and signing any agreements regarding the care of their child. Wayne Community College is responsible only for payment of services rendered as detailed in the Childcare Assistance Program Agreement.
- ◇ Wayne Community College will contract for services only with facilities that are licensed for childcare by the State of North Carolina or with religious based organizations having a valid Notice of Compliance. The Childcare Provider must submit a valid copy of the license to the Childcare Assistance Coordinator.
- ◇ Priority for childcare assistance is given to unmarried, full-time, returning students with the highest unmet financial need. In the event several applicants are ranked equally according to the above criteria, applications will be processed in the order in which they are received.
- ◇ There will be no discrimination based on an applicant's race, age, or sex.

ELIGIBILITY REQUIREMENTS

- ◇ **Student-parents who receive assistance from outside agencies are not eligible to receive funding under the Childcare Assistance Program.**
- ◇ Childcare Assistance recipients must be North Carolina residents and should be enrolled full-time (12 or more credit hours) in an approved associate degree, certificate or diploma program. A minimum of 6 credit hours must be in a traditional class setting (i.e. students enrolled exclusively in distance education and/or hybrid classes will not qualify).
- ◇ Program participants must meet and maintain the required minimum standards of a 2.0 grade point average and successful completion of 67% of attempted coursework. In addition, participants may not exceed 150% of the hours required to complete their program.
- ◇ **All Childcare Assistance awards are contingent upon funding.** Childcare Assistance is not available for the Summer semester.
- ◇ Student-parents must reapply for childcare assistance funding each semester.

MAINTAINING ELIGIBILITY

- ◇ If a student-parent's enrollment decreases at any time during the semester, awards may be terminated and the student-parent will immediately become responsible for the payment of childcare fees. Any change in a participant's course schedule should be discussed with the Childcare Assistance Coordinator.
- ◇ To remain eligible for Childcare Assistance, program participants must attend 90% of their class meetings per semester. Children must attend the childcare facility regularly. Excessive absences by the student-parent or the child may result in having participation in the program reviewed for possible termination. If three or more consecutive absences occur, the student is required to notify the Childcare Assistance Coordinator. Documentation may be required if the absences are related to a medical condition.
- ◇ Childcare Assistance recipients are asked to consult with the Student Development Services staff regarding academic advising, counseling, tutoring, job placement, and other services that may be available to them.
- ◇ Program participants must notify the Childcare Assistance Coordinator of all status changes including, but not limited to, new name, new address, change of marital status, change of major, etc.
- ◇ Recipients of Childcare Assistance funds must notify the Childcare Assistance Coordinator and the Childcare Provider upon withdrawal from the school for any reason. Childcare funding will be terminated effective the week the student ceases to be enrolled at Wayne Community College. Any childcare expenses incurred after the effective date of termination will be the sole responsibility of the student-parent.
- ◇ Childcare Assistance funds are awarded for one semester only. Student-parents must reapply each semester. Every effort will be made to continue funding for approved applicants until a) the participant has completed the program of study; b) the participant has cause to be terminated due to absences, academic failure, change in income level or failure to submit required paperwork; or c) funds for the Childcare Assistance grant are depleted. The Childcare Assistance Coordinator will notify the student-parent and the Childcare Provider in writing of any necessary adjustments in awards due to the availability of funds and/or the student's eligibility.

PAYMENT PROCEDURES

- ◇ Payment for childcare services will be mailed directly to the Childcare Provider through the Wayne Community College Business Office. Payments are made on a monthly basis following the reporting period (***i.e. payment for services rendered in January will be issued in February***) ***provided all required documentation has been submitted in a timely manner.***
- ◇ Program participants will be responsible for submitting a monthly class attendance sheet. Student-parents are responsible for accurately recording their absences and obtaining a signature from each of their instructors. The attendance sheets are due to the Childcare Assistance Coordinator on the last day of each month. ***Attendance records received after the 5th day of the next month will be considered late resulting in a delay of payment to the Childcare Provider.***
- ◇ The Childcare Provider will submit a **Child Attendance Record & Provider Invoice** for the child to verify the services provided and the amount due the Provider. These forms may be returned by the student or mailed to Wayne Community College, Attn: Childcare Assistance Coordinator, PO Box 8002, Goldsboro, NC 27533. ***Documents received after the 5th day of the next month will be considered late resulting in a delay of payment to the Childcare Provider.***

If you have any questions about the Childcare Assistance Program, contact Vanessa Jernigan at 919-739-6738.

Wayne Community College

2011-2012 Child Care Assistance Application

Name: _____ Student ID: _____

Address: _____ Telephone: _____

_____ Date of Birth: _____

_____ Major: _____

Current Marital Status: (check one) Married Single Widowed Divorced Separated

****If you are not legally separated or divorced, you may be required to complete the Verification of Marital Separation form****

Semester for which you are applying for assistance: Fall Spring

Have you completed the FAFSA for 2011-2012? Yes No

Student Status: New Returning Transfer Enrollment Status: Full-time Part-time

Are you currently employed? Yes No If yes, name of employer: _____

Job Title: _____ # of hours worked per week: _____

Pay Frequency: Weekly Bi-weekly Monthly Total # of persons in household _____

INFORMATION ON CHILDREN LIVING IN THE HOME

Full Name	Social Security #	Age	Sex	Child Care Needed	Enrolled in Pre-K or Head Start
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are any of the children listed above currently enrolled in childcare? Yes No

If yes, is the center licensed by the State of North Carolina? Yes No Don't Know

Are you currently receiving childcare assistance from another agency? Yes No

If yes, please indicate the agency (DSS, Wages, etc.): _____

What is your alternate plan if you do not receive Child Care Assistance? _____

EMERGENCY CONTACT INFORMATION

Name	Address	Phone	Relationship to Child

****Continued on Reverse****

INDICATE IF YOU RECEIVE ASSISTANCE FROM THE FOLLOWING SOURCES (Check all that apply)				
<input type="checkbox"/> Pell Grant	<input type="checkbox"/> VA Benefits	<input type="checkbox"/> SSI/SSDI	<input type="checkbox"/> WIC	<input type="checkbox"/> Subsidized Housing
<input type="checkbox"/> WIA	<input type="checkbox"/> Vocational Rehabilitation	<input type="checkbox"/> TANF/AFDC	<input type="checkbox"/> Food Stamps	<input type="checkbox"/> Free/Reduced Lunch

MONTHLY INCOME Documentation may be required		
<input type="checkbox"/> Your Salary \$ _____	<input type="checkbox"/> Unemployment \$ _____	<input type="checkbox"/> TANF \$ _____
<input type="checkbox"/> Spouse's Salary \$ _____	<input type="checkbox"/> SSI/Disability \$ _____	<input type="checkbox"/> Assistance from friends/relatives \$ _____
<input type="checkbox"/> Child \$ _____	<input type="checkbox"/> VA Benefits \$ _____	<input type="checkbox"/> Other \$ _____
		Total \$ _____

PLEASE READ CAREFULLY BEFORE SIGNING:

I certify that all of the information I have reported on this application is TRUE and CORRECT and that I have reported all household income. I understand that this information is being provided for the receipt of Federal and/or State funds; that WCC officials may verify the information reported; and that the deliberate misrepresentation of the information may be subject to prosecution under Federal and State law. The required documents to prove my financial need have been provided. I hereby grant permission to Wayne Community College to release and request information to/from other federal and/or state agencies regarding monies received for the care of my child (ren). I understand that contacts will be made with my instructors to verify my class attendance and my academic progress.

Student Signature

Date

ALL APPLICATIONS MUST INCLUDE CHILDREN'S BIRTH CERTIFICATES

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

RETURN COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO:

**Wayne Community College
Financial Aid Office
Post Office Box 8002
Goldsboro, NC 27533-8002**

****THIS SECTION FOR FINANCIAL AID OFFICE USE ONLY****

APPROVED Period Covered: _____
Notification Sent: _____
Date

DENIED
Reason for Denial:
 Income too high
 Incomplete Application
 Other: _____

Childcare Coordinator Signature

Date