

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 child care 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. 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 \$75.00 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 child care 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 or notice 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 each academic year. Eligibility will be reviewed at the end of each semester and assistance will be continued according to the following guidelines: student continues to meet academic and enrollment requirements, funding is available, and student has submitted all attendance documents for the previous semester in a timely manner.

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 are required to notify the Childcare Assistance Coordinator and the Childcare Provider immediately if they withdraw or are dropped from 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. Eligibility is reviewed at the end of each semester. Once a student-parent has been accepted into the program, every effort will be made to continue the support 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; c) the participant fails to complete recertification for the semester; or d) 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 are considered late and may result in a delay of payment to the Childcare Provider.**
- ◇ The Childcare Provider will submit a Payment Voucher and a monthly attendance record 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 are considered late and may result 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.