

## Minnesota Postsecondary Childcare Grant Information and Awarding Policy

<b>Policy Number</b>	720.05	<b>Custodian</b>	Dean of Student Services
<b>Approved Date</b>			
<b>Effective Date</b>		<b>Review Date</b>	
<b>References: Minnesota Office of Higher Education, State Financial Aid Manual Postsecondary Child Care Grant Program, Minnesota Statutes 119B.011, 125A.02, 136A.04 136A.101, 136A.125, Subd.10, 245A.03, 4830-MN Rules Chapter 4830.7000 to 4830.7900</b>			

### 1. Purpose

The Postsecondary Child Care Grant (PSCCG) is a program funded by the Minnesota Office of Higher Education (MOHE) to assist students in paying for childcare so students can attend college.

### 2. Persons Affected

- 2.1 Financial Aid Department
- 2.2 Finance Department
- 2.3 Registrar

### 3. Policy

This policy is to ensure the following:

- 3.1 Provide financial assistance to postsecondary students with financial need who require childcare assistance for their dependent children and do not receive funds from the Minnesota Family Investment Program (MFIP).
- 3.2 Student eligibility for program participants
- 3.3 Proper disbursement procedures as stated in regulations

### 4. Definitions

- 4.1 Institutional Student Information Record (ISIR). A report that financial aid administrators receive based on information supplied by the student on their Free Application for Federal Student Aid (FAFSA) used to determine eligibility for individual students.
- 4.2 Free Application for Federal Student Aid (FAFSA). An application that a student fills out to determine eligibility in financial aid programs.
- 4.3 Institutional Student Information Record (ISIR). A report that financial aid administrators receive based on information supplied by the student on their Free Application for Federal Student Aid (FAFSA) used to determine eligibility for individual students.
- 4.4 Minnesota Family Investment Program (MFIP). A state welfare reform program for low-income families with children.

4.5 Minnesota Office of Higher Education (MOHE). A cabinet-level state agency provides students with financial aid programs and information to help them gain access to postsecondary education.

4.6 Postsecondary Child Care Grant (PSCCG). A grant that helps low-income students who have young children pay for childcare while the student attends classes.

4.7 Purchasing Requisition (PR). A document submitted by an employee to request purchase of goods or services for WETCC (White Earth Tribal and Community College) programs. The PR form requires signatures from various people in the approval of the purchase. See purchasing policy.

4.8 Satisfactory Academic Progress (SAP). Standards that ensure a student is successfully completing a degree program with a satisfactory grade and in a timely manner. SAP has three measurable components: cumulative GPA (qualitative), pace (quantitative), and maximum credits attempted (maximum time frame).

## **5. Procedures**

5.1 The financial aid department is responsible for administering this policy.

5.1.1 The financial aid department is responsible for verifying program eligibility including if the student is a Minnesota resident, not in default on any education loan, not receiving benefits from MFIP, meeting SAP, and demonstrating need based on the FAFSA. Available funding is determined by the MOHE.

5.2 The finance department must provide the financial aid department with monthly reports on expenditures and pay out disbursements to the childcare provider.

5.3 The registrar will notify the financial aid department when a student is withdrawn from a course or the semester.

5.4 The student is responsible for applying for the funding each year.

5.4.1 Funding is awarded on a first-come, first-served basis. If funding is unavailable, students will be placed on a waiting list and awarded in the order of application receipt date.

5.4.2 Students must report to the financial aid department any changes to data reported on the PSCCG application within 10 days (about 1 and a half weeks) of the change occurring.

5.4.3 Incomplete applications will be returned to the student and the official application date will be determined once the grant application is complete and returned to the financial aid office.

5.4.4 The financial aid office will write the receipt date of all information that the student submits to determine prioritization of applications.

5.5 The financial aid department will verify and determine eligibility utilizing the ISIR, childcare provider and MFIP verification, student application, grant rules and available funding.

5.5.1 Verification of MFIP benefits will be completed each semester utilizing the MOHE provided form Minnesota Family Investment Program (MFIP) and Child Care Assistance Program (CCAP) verification of benefits. This form will be signed by the student and faxed to the appropriate tribal or county office to verify if students are receiving other forms of childcare assistance.

5.5.2 Verification of childcare provider information will be completed each semester through a mailed letter, to determine proof of residency, from the financial aid office to the childcare provider asking for a previous month's childcare bill or other verification of childcare, an IRS form W-9 will be mailed to the provider to return to the financial aid office. Guidelines could be changed from year to year by MOHE.

5.5.3 First priority will be given to students who received a PSCCG in the immediately preceding fiscal year, have had continuing enrollment at the same school, and submitted applications before the add/drop date of the first semester of each year.

5.5.4 All PSCCG applicants who need childcare assistance must be considered in the priority ranking. Lowest priority will be assigned to applicants who provided fraudulent information on a previous application. If WETCC financial aid department has reason to believe that the student and/or provider intentionally reported fraudulent information on the program application, WETCC will recalculate the award, collect overpayments, and cancel the award for the remainder of the academic year. WETCC must report the case of fraud to the MOHE and take necessary actions against the student and/or provider.

5.6 WETCC is responsible for the calculation of each student's PSCCG award. The calculation will be completed each semester based on assumed costs and enrollment for the term. The total PSCCG awarded to the provider on behalf of the student each semester is the sum of the PSCCG awards for each of the student's eligible children. A student can receive a PSCCG award for both the Fall and Spring term and the summer term depending on available funding.

5.7 Once the financial aid department has determined that the award is approved, an award letter will be completed and sent to the student retaining a copy for the student file. If it is denied, a denial letter will be completed and sent to the student, retaining a copy for the student file.

5.8 Awards will be made each semester to the childcare provider. The financial aid department will fill out necessary PR along with supporting documentation, obtain approvals, and return to the finance department for payment.

5.9 The financial aid office is responsible for completing monthly rewarding information upon request from MOHE and completing the end of the year MOHE Postsecondary Child Care Grant Program End of Year Report.

5.10 Five percent of the funds paid out for student awards are used for Administrative Expenses.

**Revision History**

Rev. Date	Rev. No.	Revision
		Updated to new policy format, updated the payment information to comply with the MOHE regulations