

M Information & Application • Spring/Summer 2014

THE CHILD CARE SUBSIDY PROGRAM

TEL: (734) 763-6600 • FAX: (734) 647-3081 • EMAIL: financial.aid@umich.edu • WEB: www.finaid.umich.edu

OFFICE OF FINANCIAL AID • UNIVERSITY OF MICHIGAN • 2500 STUDENT ACTIVITIES BLDG. • 515 E. JEFFERSON ST. • ANN ARBOR, MI 48109-1316

The Child Care Subsidy Program provides funds to students with children to assist them in meeting the cost of licensed child care.

This application is also available on the web at www.finaid.umich.edu/Childcare.

Who is eligible to receive the subsidy:

To be considered for the Spring/Summer 2014 Child Care Subsidy, you must meet ALL of the following criteria:

- Be enrolled at least half-time in a University of Michigan-Ann Arbor degree program at either the undergraduate, graduate, or professional level, or be enrolled in a non-degree program with a defined educational objective. Please note that:
 - **Students who are not in a degree program** must complete a 2014-2015 Non-Candidate for Degree Questionnaire, available on the web.
 - **Graduate students with approved Detached Study** status may satisfy the half-time enrollment requirement (you must be officially placed in Detached Study before your application can be processed). Doctoral students who are not enrolled or on Detached Study but **are actively pursuing research or completing a dissertation** may be eligible if their academic pursuits equate to at least half-time enrollment (must complete a Child Care Subsidy Ph.D Student Non-Enrollment Certification Form, available on the web). *Graduate students appointed as a GSI or GSSA should review child care subsidy provisions of the GEO contract (www.hr.umich.edu/acadhr/grads/AHR%20GEO%20booklet%20web.pdf).*
- Have a dependent child 12 years old or younger or a dependent child with special needs under the age of 19.
- Incur child care expenses from services provided by a licensed provider. **Note: You may apply even if you are not currently using a licensed child care provider. If you are awarded a subsidy, you must change to a licensed care provider and use the licensed provider's services for at least 75 percent of each term for which you receive the subsidy.**
- Demonstrate financial need for this subsidy (see the reverse side for information on financial need and eligibility).
- Meet Satisfactory Academic Progress standards, as defined by the University of Michigan-Ann Arbor. (www.finaid.umich.edu/SAP)
- Be a single parent or, if married, have a spouse who is a student (enrolled at least half-time in an undergraduate or graduate degree program) or is gainfully employed and earning income for a minimum of 20 hours per week (or a combination of school and work). You may be asked to document your spouse's employment or student status. (U-M will make an exception to employment criteria for a non-student spouse who cannot work due to a disability. Please note this on your application so your situation may be considered.)

How much is the subsidy award?

The amount of Child Care Subsidy awarded to eligible applicants is based on their financial need, the number of children they have enrolled in licensed care facilities, their child care expenses, and available funding:

1

For **ONE** child, the award maximum is **\$2,336** per 16-week term (\$1,168 per half term).

2

For **TWO** children, the award maximum is **\$3,426** per 16-week term (\$1,713 per half term).

3+

For **THREE OR MORE** children, the award maximum is **\$4,510** per 16-week term (\$2,255 per half term).

Note: A term is the full Spring/Summer term (combined Spring half-term and Summer half-term). Applicants will be notified in writing of their eligibility for the subsidy and the amount they will receive. **The subsidy amount cannot exceed the cost of your licensed child care.**

How eligibility for the subsidy is determined:

You must demonstrate financial need to be eligible for the Child Care Subsidy program. Financial need is calculated as follows:

$$\begin{array}{r} \text{Estimated Cost of Attendance} \\ - \text{Expected Family Contribution} + \\ \text{Available Resources} \\ \hline = \text{Demonstrated Financial Need} \end{array}$$

Estimated Cost of Attendance: This estimated amount includes tuition, fees (if enrolled), an allowance for books and supplies, a reasonable allowance for living expenses, and child care expenses as reported on the Child Care Subsidy Application.

Expected Family Contribution/Available Resources: The Office of Financial Aid calculates this estimated amount from the information you submit on the Child Care Subsidy Application, your tax returns, and the FAFSA or International Student Financial Data Form. The calculation is based on such items as your earnings; checking, savings, cash, and money market accounts; investments and real estate holdings other than your family's primary residence; business equity; untaxed income; income from assistantships; and other financial aid you are receiving through your academic department and the Office of Financial Aid.

How to apply:

If you submitted these forms previously to apply for assistance through OFA, do NOT submit them again.

Submit to the federal processor: The 2013-2014 Free Application for Federal Student Aid (FAFSA) (available online at www.fafsa.gov or by calling 1-800-4-FEDAID). Be sure to list Federal School Code 002325 so that a copy will be sent to U-M. **The FAFSA may be completed only by U.S. citizens or permanent residents.**

Submit to the Office of Financial Aid (OFA):

- Spring/Summer 2014 Child Care Subsidy Application (on page 3).
- Copies of your and your spouse's signed 2012 federal income tax returns (1040, 1040A, 1040EZ, 1040NR, 1040NR-EZ, or Form 8843) or a 2012 Non-Filing Statement, both available on Wolverine Access. This form must be completed by students who are not required to file income tax returns based on IRS income requirements.
- **International Students:** In addition to the Child Care Subsidy Application listed above, you will need to complete and submit the 2013-2014 International Student Financial Data Form, available from OFA and on the web at www.finaid.umich.edu/Childcare.

When to apply:

Students may apply for the 2014 Spring and Summer terms beginning in February. **We encourage you to apply by March 15, 2014**, so that your eligibility can be determined and notification can be sent to you after April 1, 2014.

Funding for the Spring and Summer terms may be limited.* Applicants will be funded on a first-come, first-served basis. Therefore, you are encouraged to submit your application as soon as possible. Students who apply after March 15, 2014, may be denied funding if all funds have been committed to applicants who applied earlier.

**Students who are appointed as GSIs or GSSAs during a period in which they may be eligible for a child care subsidy should consult the child care subsidy provisions of the labor contract between the University of Michigan and the Graduate Employees Organization. See <http://www.hr.umich.edu/acadhr/grads/AHR%20GEO%20booklet%20web.pdf>. Visit www.geo3550.org for the GEO website and organization's contact information.*

Receiving subsidy funds:

If your application for the Child Care Subsidy is approved:

1. You will be asked to submit documentation of your child care expenses and your child care provider's state licensure using a **Verification of Licensed Child Care** form. The completed form will be made available on Wolverine Access and must be submitted before the subsidy can be disbursed to you.
2. Funds will be disbursed in the form of a check payable to you. If you have authorized direct deposit, funds will be deposited to your bank account.

If you have questions or need assistance:

If you need help with completing the FAFSA or if you have questions about the Child Care Subsidy, staff members in the Office of Financial Aid can assist you. Contact them by phone at **(734) 763-6600** or by email at: financial.aid@umich.edu. The application and other forms are available on our website at www.finaid.umich.edu/Childcare. You may also visit one of our offices for walk-in advising:

Central Campus (Main Office):

2500 Student Activities Building

Monday	Tuesday	Wednesday	Thursday	Friday
	8a-5p		10a-5p	8a-5p

Services are limited from 4:30-5 p.m. each day.

North Campus Office:

B430 Pierpont Commons (Basement)

Monday	Tuesday	Wednesday	Thursday	Friday
	1:30-5p	1-4:30p	1:30-5p	

Special Summer Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
	1-4:30p	Closed	1-4:30p	Closed

Special note about summer camps

The University of Michigan's Child Care Subsidy Program provides funds to help students place their children in licensed child care programs while the students are pursuing their academic programs at the University of Michigan. The purpose of the subsidy is to assist with the cost of licensed child care; it is not intended to pay for children's participation in programs where the sole objective is education or enrichment rather than child care. Therefore:

- Costs for children's summer camps will be considered on a case-by-case basis and only if the camp is part of a larger plan or program to provide licensed child care.
- Summer camps that are licensed or administered by a licensed day care facility or provider do meet the requirements for licensed child care.
- The subsidy does not cover children's participation in competitive sport programs such as soccer or baseball teams.



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This information and application are also available on the web at www.finaid.umich.edu/Childcare.

Detach and submit this application to the Office of Financial Aid. Retain the information sheet for your reference.

Name (Last, First, Middle Initial) _____

UMID Number (8 Digits) _____

NOTE: We will correspond with you using your current, local address in Wolverine Access. All email correspondence will be sent to your umich account. Please be sure your information is updated.

Phone Number _____

1. For which term(s) are you requesting the Child Care Subsidy?

Spring: 8-week class(es), May–June Summer: 8-week class(es), July–August Spring/Summer: 16-week class(es), May–August

2. Number of credit hours in which you will be enrolled each term:

Spring Half-Term _____ Summer Half-Term _____ Spring/Summer Full-Term _____

3. If not enrolled, are you on Detached Study? Yes No – If yes, you must fully process your Detached Study request and be officially placed in Detached Study Status (by the Registrar) before your Child Care Subsidy Application can be processed.

4. If you are not enrolled and not on Detached Study, have you completed and submitted the Child Care Subsidy Ph.D Student Non-Enrollment Certification Form? Yes No

5. Your marital status: Married Other

6. Answer these questions only if you are married: Spouse's name: _____

Is your spouse employed? Yes No If yes, indicate the number of hours your spouse works per week: _____

Is your spouse a student? Yes No If yes, at which institution? _____

UMID number (if a student at University of Michigan) _____

Number of credit hours in which your spouse will enroll: Spring _____ Summer _____ Spring/Summer _____ TOTAL _____

7. Information about your dependent child(ren) who will be enrolled in licensed child care: *If necessary, continue your list on reverse side.*

Name:	Age:	Monthly Child Care Costs: (REQUIRED)
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

8. Information about your Child Care Provider(s): (REQUIRED)

You MUST provide a tentative provider name and monthly cost information before your application can be reviewed.

Name: _____ State Child Care License Number: _____

Note: See attached reference sheet regarding Summer Camps.

9. Statement of Understanding

- I certify that I meet all the eligibility criteria listed in the instructions for this form.
- I understand that changes in my enrollment status may result in the reduction or cancellation of my award.
- I understand that scholarships, fellowships, GSRA, GSSA, GSI, and any other source of financial aid that may be posted to my account after the Child Care Subsidy is awarded may reduce or eliminate my eligibility for the Child Care Subsidy.
- I understand that it is my responsibility to report to the Office of Financial Aid any changes in my child care arrangements or costs during the term(s) for which I am awarded the Child Care Subsidy.
- I certify that all statements relating to this application are complete and correct to the best of my knowledge, and I understand that intentional misrepresentation may result in cancellation and repayment of my Child Care Subsidy.

Signature _____ Date _____