

## 2009/2010 Student Child Care & Housing Subsidy Program Application Packet

Dear Student Parent:

Thank you for your interest in Child Care and Family Resources. It is a pleasure to offer you our **2009/2010 Student Child Care & Housing Subsidy Program Application Packet**, comprised of this letter and current year program materials. It identifies important information pertaining to eligibility, use of qualifying providers for fall and/or spring semester child care that occurs in Arizona, the program process, submitting completed forms and other related, student services offered by UA Life & Work Connections. Throughout the year, you are encouraged to visit <http://lifework.arizona.edu> to view timely updates and announcements.

Please familiarize yourself with the following and note that it is the student's responsibility to complete, submit and update the required program information:

- Child Care and Family Resources and the Office of Student Financial Aid (OSFA) are continuing their partnership efforts by jointly coordinating the distribution of funds. Subsidy awards are considered part of a student's financial aid package and any child care award will be included in stipend checks. In the case of two UA student parents, subsidy monies will be awarded to a single individual on behalf of the family.
- Please provide your UA email account on your application form as program materials will continue to be disseminated electronically through a listserv. Please call 621-4365 if you DO NOT have regular University email access and would like to continue to receive paper copies, or have an alternative email account.
- Information specific to international student applicants and to applicants interested in completing OSFA's current academic year "Resource (Income) Re-Evaluation" form is identified in this year's program guidelines.
- Students who are awarded subsidy monies will receive assistance in advance of completed child care services. Appropriate forms of receipt documentation and submission dates will be provided to such students early in the award semester. Students not complying with documentation requirements and/or providing inaccurate information will be disqualified from the program.
- Acceptable child care providers continue to be Department of Economic Security (DES) or United States Department of Agriculture (USDA) certified child care providers, DES-certified relative care providers or Department of Health Services (DHS) licensed child care centers or certified child care group homes. A full description of qualifying providers is listed in the program guidelines.
- To serve as many student parents as possible, undergraduate and graduate/professional applicants must be currently enrolled in The University of Arizona, demonstrate both "initial" and "current" need per OSFA and have completed Student Information System (SIS) documented registration at the time of application submittal. Students may return their completed application to UA Life & Work Connections, Child Care and Family Resources, 1125 N. Vine, Room 211, Tucson, AZ 85721. Individuals are welcome to submit completed applications to our office throughout the calendar year.
- Additionally, highest priority for undergraduates will be given to full-time freshmen. Interested students, regardless of prior program participation, will be required to complete and submit full application information. Participation in a previous academic year does not guarantee continued subsidy for this current academic year. Please view the program guidelines for a full description of funding assistance.
- The program is designed specifically to help students pay for qualifying child care occurring in Arizona that supports their academic responsibilities, and may not be used for work related child care expenses.

**In summary, the following are available for your review and action:**

- ✓ This cover letter (to keep for reference)
- ✓ 2009/10 Student Child Care & Housing Subsidy Program Guidelines (to keep for reference)
- ✓ 2009/10 Student Child Care & Housing Subsidy Program Application (to complete and return)
- ✓ 2009/10 Child Care International Student Financial Data Form (to complete and return, *if applicable*)
- ✓ 2009/10 OSFA "Resource (Income) Re-Evaluation Form (to complete and return to OSFA, *if applicable*)

We are pleased to offer this program in support of your integrated educational and work/life goals. You may also contact our office at (520) 621-4365 MST if you have questions or would like information about our related services, such as:

- Child Care Resource and Referral Program
- Sick Child and Emergency/Back-Up Care Program
- Lactation Resources
- Elder Care and Life Cycle Resources
- Community Events and Information

With best wishes to you and your family for a rewarding academic year,

Caryn Jung, Sr. Coordinator  
Child Care and Family Resources  
Elder Care and Life Cycle Resources  
Work/Life Support