

## 2009/2010 Student Child Care & Housing Subsidy Program Program Guidelines

*The Student Child Care & Housing Subsidy Program is designed specifically to help students pay for qualifying child care occurring in Arizona that supports their academic responsibilities.*

### Undergraduate Student Eligibility\*\*

1. Undergraduate students must be currently enrolled in The University of Arizona, must have a completed Free Application for Federal Student Aid (FAFSA) on file with the Office of Student Financial Aid (OSFA) for 2009/2010, demonstrate both "initial" and "current" need as displayed in OSFA's database system and have completed Student Information System (SIS) documented registration at the time of Student Child Care & Housing Subsidy program application submittal. Full- and part-time students are eligible, with priority given to full-time students.
2. Applicants will be ranked according to initial and current unmet financial need. Additionally, highest priority for undergraduates will be given to full-time (12 credit hours or more) freshmen.

### Graduate/Professional Student Eligibility\*\*

1. Graduate/professional students must be currently enrolled in The University of Arizona, must have a completed Free Application for Federal Student Aid (FAFSA) on file with the Office of Student Financial Aid (OSFA) for 2009/2010, demonstrate both "initial" and "current" need as displayed in OSFA's database system and have completed Student Information System (SIS) documented registration at the time of Student Child Care & Housing Subsidy Program application submittal. Full- and part-time students are eligible, with priority given to full-time students.
2. Applicants will be ranked according to initial and current unmet financial need. Graduate/professional students must be enrolled for 9 credit hours or 6 credit hours if also teaching.

**\*\*International students** applying for the Student Child Care & Housing Subsidy Program, who are not citizens or permanent residents of the United States, must complete the program's International Student Financial Data form as well as the Student Child Care & Housing Subsidy Program form. Both are available at <http://lifework.arizona.edu> or by calling 621-4365.

### Qualifying Child Care

Child care must fall into one of the following categories:

- either a Department of Economic Security (DES) certified or a United States Department of Agriculture (USDA) certified Family Child Care Provider;
- either a DES-certified relative care provider;
- either a Department of Health Services (DHS) licensed child care center or certified child care group home;
- programs sponsored by The University of Arizona

Additionally:

- A DES certified relative care provider may not be the parent or guardian of the child(ren) and may not live in the same home as the parent.
- Multiple child care arrangements are often necessary and are eligible for reimbursement.
- No assistance will be awarded when a public school alternative is available.
- Assistance may not be used for optional classes offered at an additional cost during regular child care hours.
- Assistance may not be used for a child care provider who comes into the employee's home.

Exceptions are permitted only in the case of a before and/or after school program or intercession program sponsored by a school district, and child development programs (child care centers and family child care homes) with a valid Department of Defense Certificate to Operate. Programs offering experiences as "camp" or "recreational" opportunities, and where participants are allowed to sign themselves in/out are not eligible for Subsidy submission.

## Student Child Care & Housing Subsidy Program Process

1. Forms for Program application and if appropriate, International Student Financial Data completion may be printed off our web site at <http://lifework.arizona.edu>, be picked up at 1125 N. Vine, Room 211, or sent out by request. Applications are accepted throughout the year.
2. Child Care and Family Resources will verify student and financial aid application status.
3. Eligible students will be assessed by their amount of "initial need" and "current need" as displayed in OSFA's database system. In the case of two UA student parents, subsidy monies will be awarded to a single individual on behalf of the family.
4. Academic year 2009/2010 awards are anticipated to be \$1000 per semester, excluding summer sessions.
5. Subsidy awards are considered part of a student's financial aid package and any child care award will be included in stipend checks. 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 the student early in the fall and spring semesters. Students who do not comply with documentation requirements will be ineligible to receive assistance.
6. As the James E. Rogers College of Law (COL) and the College of Medicine (COM) maintain their own financial aid offices, such students are requested to contact their college's respective financial aid office for further assistance when applying for the Subsidy Program. For more information, you may visit UA Life & Work Connections at <http://lifework.arizona.edu>, OSFA at <http://financialaid.arizona.edu>, James E. Rogers College of Law at <http://www.law.arizona.edu/Finaid/> and College of Medicine at <http://www.medicine.arizona.edu/financial-aid/>.
7. Depending upon one's subsidy eligibility status, a student may also be interested in completing OSFA's current academic year "Resource (Income) Re-Evaluation" form. Students may access the form at <http://lifework.arizona.edu> and return this completed information to OSFA, Administration Building, Room 208. Students are responsible for informing the Subsidy program about OSFA's determination at the conclusion of the process.
8. The Student Child Care & Housing subsidy is intended for child care and housing expenses occurring in Arizona that are related solely to the UA student's status.
9. The Student Child Care & Housing Subsidy Program is funded within a July 1-June 30 fiscal year period.

The Student Child Care & Housing Subsidy Program is contingent upon funding and other resources that may result in program changes regarding assessment of need, award amount, distribution method and/or frequency of payment. In order to best manage limited resources and provide this subsidy equitably across the student parent population, Child Care and Family Resources cannot guarantee funding assistance for the entire school year.

Submitting forms or being determined as eligible for funding does not guarantee that you will receive funding this semester or in future semesters. In the event that subsidy funds become fully dispersed before the end of this academic year, students with completed application forms who meet program eligibility requirements will be placed on a contact list to receive direct notification of new program developments, etc.