



2023/2024 UA Childcare Choice Student Subsidy Program for Qualified Childcare Expenses Program Guidelines

Introduction

The University of Arizona (“UA”) offers a subsidy for qualified childcare expenses with “UA Childcare Choice.” “UA Childcare-Choice – through Life & Work Connections – has two components: an employee program and a student program.

UA Childcare Choice Student Subsidy Program for Qualified Childcare Expenses (“**UA Childcare Choice-Student**”) is:

- designed to help students pay for current, qualifying coursework-related childcare occurring in Arizona.
- available to currently enrolled undergraduate and graduate/professional students.

Currently enrolled students have program access to apply, and a completed application does not guarantee program enrollment.

Undergraduate and Graduate/Professional Student Eligibility: Includes International Students

- Undergraduate and graduate/professional students must be currently enrolled in the University of Arizona, have demonstrated need, and have childcare costs directly related to their coursework.
- Full- and part-time students are eligible.
- This office will verify student eligibility and financial aid status.
- Eligible students may be asked to provide additional information when the student’s spouse or partner is also an UA student or UA employee.
- UA Childcare Choice-Student awards must occur during one’s active student enrollment with the University, and in both the corresponding academic and July 1-June 30 fiscal year period.

Child’s Eligibility

- UA individuals must meet qualifying program criteria regarding their student eligibility and status.
- Additionally, this program is only available to the legal, dependent children of eligible UA students (this includes children by birth or adoption, foster children and children by court order) or for children who meet the University’s dependent(s) status definition used for qualifying UA student health coverage.
- The age range for dependent children is birth-12 years.

Qualifying Childcare

Students’ current, qualifying coursework-related childcare occurring in Arizona must fall into one of the following categories:

- small family childcare home regulated by the [Department of Economic Security \(DES\)](#);
- family childcare group home regulated by the [Department of Health Services \(DHS\)](#);
- childcare center regulated by the [Department of Health Services \(DHS\)](#);
- before and/or after school program or intercession program sponsored by a [school district](#); by a [charter school](#);
- child development program (childcare centers and family childcare homes) with a Department of Defense (DoD) Certificate to Operate;
- a program sponsored by the University of Arizona; Arizona State University, Northern Arizona University, or sponsored by a state community college as defined by the [Arizona Department of Education](#).

Multiple childcare arrangements are often necessary and are eligible for awards. Note program services under consideration may be described as “childcare,” yet not reflect the above criteria (and are therefore, ineligible for UA Childcare Choice-Student awards). Visit the above links regarding qualifying childcare. Email lifework@arizona.edu if you have questions.

Additionally:

- Assistance may not be used for optional classes offered at an additional cost during regular childcare hours.
- Assistance may not be used for a childcare provider who comes into the student’s home.
- Other programs not eligible for UA Childcare Choice-Employee submission are those:
 - offering experiences as “camp” or “recreational” opportunities not meeting “Qualifying Childcare” descriptions,
 - at schools without the supervision of state or local education authorities (e.g. “private schools”);
 - where participants are allowed to sign themselves in/out;
 - that reflect non-childcare tuition.

Amount of Corresponding Academic and July 1-June 30 Fiscal Year Period Financial Assistance

- Academic year **2023/2024** UA Childcare Choice-Student awards are anticipated to be \$1,000 per semester (priority for fall and/or spring semesters). Summer Pre-Session and Session 1 awards are contingent upon funding.
- Descriptions and figures are for this corresponding academic and July 1-June 30 fiscal year period and may be subject to future revision.
- In the case of two parents who are currently enrolled UA students, UA Childcare Choice-Student monies will be awarded to a single individual on behalf of the family. Eligible students must have demonstrated need with the Office of Scholarships & Financial Aid (OSFA).
- In the case of two parents comprised of a currently enrolled UA student and a current UA employee eligible for full benefits, the pair selects [UA Childcare Choice-Employee](#), on behalf of the family. Call (520) 621-1530 if you have questions.

- In the case of a currently enrolled UA student who concurrently becomes an UA employee eligible for full benefits, the individual remains in [UA Childcare Choice-Student](#) until the end of the fiscal year. Call (520) 621-1530 if you have questions.
- If parents remove their children from qualified childcare and this results in a refund to the parents, that portion of costs previously awarded by UA Childcare Choice-Student, is requested to be returned to this office within 30 days.
- Life & Work Connections is responsible for the administration of funds. Inquiries can be made by email to lifework@arizona.edu. Call (520) 621-1530 if you have questions.
- UA Childcare Choice-Student is contingent upon funding, assessment of need, and distribution method. In order to manage limited resources and provide equitably across the student population, funding assistance for the entire fiscal year cannot be guaranteed. Once funds are dispersed, a contact list will be maintained.
- Applications for UA Childcare Choice-Student are subject to audit and additional documentation of eligibility may be required. If found to be ineligible, such students are responsible for reimbursing any and all monies to the University of Arizona, and failure to comply with the above requirements may result in denial of this student service.

Demonstrated Need

- A completed Free Application for Federal Student Aid (FAFSA) should be on file with the Office of Scholarships & Financial Aid (OSFA), or as followed (if applicable).
- Undergraduate and graduate/professional international students applying for UA Childcare Choice-Student who are not citizens or permanent residents of the United States must:
 - Complete the corresponding academic and July 1-June 30 fiscal year period OSFA-provided [Financial Need Calculation for International Students](#) form and upload to e-application.
 - Take a screen shot of the completed Expected Family Contribution (EFC) Calculator results from this OSFA-provided [link](#) and upload to E-application.

Application

1. It is the student's responsibility to understand program content; to accurately complete, submit and update program information in a timely manner; and to receive and apply UA Childcare Choice-Student awards in accordance with program guidelines for coursework- related childcare. Email lifework@arizona.edu or call (520) 621-1530 if you have questions.
2. Students will be notified of eligibility, enrollment, and/or contact list status, through their UA email account.
3. The names of eligible UA students – including spelling and hyphenating – should match students' UAccess personal information. Inform our office about related changes to avoid interruptions or delays.
4. Applications cannot be submitted until the child is fully enrolled in a regulated childcare program.
5. Enrolled students not complying with program guidelines and application requirements may be disqualified from the program.
6. Current student E-Application forms and instructions are available at <https://lifework.arizona.edu/childcare-student>.
7. E-Applications may be submitted throughout each corresponding academic and July 1-June 30 fiscal year period. Unless otherwise noted, students will submit one (1) E-Application during the appropriate fiscal year. Visit www.lifework.arizona.edu to determine the status of Summer Pre-Session and Session 1 awards, contingent upon funding. Program funding and materials reflect a July 1-June 30 fiscal year period.
8. E-Application forms are automatically dated upon receipt and are processed and prioritized based on that date. You will receive an auto- reply confirming submittal status through your UA email account. Our office will contact you if there are questions.
9. Program enrollment approval is based upon the date of the completed submittal. Incomplete submittals may delay the approval process.
10. UA Childcare Choice-Student subsidy submittals and awards must occur during one's active student enrollment with the University, and in both the corresponding academic and July 1-June 30 fiscal year period.
11. The student-provided UA email account on the E-Application form will be used to disseminate Life & Work Connections' listserv and other related information, unless otherwise noted by the student in a separate email to lifework@arizona.edu. Call (520) 621-1530 to identify student, family and enrollment information changes, or if you have questions.
12. If UA Childcare Choice-Employee reaches its fiscal limit, and the household has not received funds from UA Childcare Choice-Employee for that program year, they may then apply to [UA Childcare Choice-Student](#).
13. If such parents participate in UA Childcare Choice-Student and additional funds become available for UA Childcare Choice-Employee, they will not be able to participate in UA Childcare Choice-Employee for that program year (due to their participation in UA Childcare Choice- Student).
14. As the selection of childcare is the exclusive responsibility of parents, the childcare provider chosen will be asked to confirm certain information. This includes confirming the provider meets the description of a qualifying childcare provider as described in the program guidelines, and regarding award-related submittals for childcare service occurring in both the corresponding academic and **July 1, 2023- June 30, 2024**, fiscal year period.
15. Students may request a childcare consultation to learn about options by [email](#) or by calling (520) 621-1530.
16. OSFA identifies [colleges](#) with financial aid offices or that offer specialized web information for students. Such students are requested to contact their respective college for further assistance when applying for UA Childcare Choice-Student.
17. For more information, visit Life & Work Connections at www.lifework.arizona.edu, OSFA at <http://financialaid.arizona.edu>, the James E. Rogers College of Law at <https://law.arizona.edu/financial-aid-and-scholarships>, the College of Nursing at <https://www.nursing.arizona.edu/costs-financial-aid>, the College of Medicine Tucson at [http://financial- aid.medicine.arizona.edu/](http://financial-aid.medicine.arizona.edu/) and the College of Medicine Phoenix at <http://phoenixmed.arizona.edu/financial-aid>.
18. OSFA provides forms each academic year, including a "Cost of Attendance (Budget) Evaluation" form. If this or other [OSFA forms](#) are applicable to you, follow OSFA instructions for submittals. Students are responsible for informing UA Childcare Choice-Student about OSFA's determination at the conclusion of the process.
19. Students are responsible for providing Life & Work Connections with correct student, family and childcare information, and for notifying this department of any related changes in a timely manner, including UA email account changes. Incomplete or delayed UA Childcare Choice-Student communications and awards resulting from such inaccuracies are the responsibility of the student. Email lifework@arizona.edu or call (520) 621-1530 if you have questions.

Priority for Funding

Complete student application information (E-Application and Enrollment Verification Form) will be processed and prioritized based on application date. Once funds are dispersed, a contact list will be maintained.

Award

1. UA Childcare Choice-Student awards are considered part of a student's financial aid package and any childcare award will be deposited in a student's bursar account. For students receiving award notification, please note *Enrollment Verification Form* directions for deadline completion and submittal to UA Life & Work Connections at the beginning of the fall and/or spring semesters (or as applicable, Summer Pre-Session and Session 1 contingent upon funding).
2. Students are typically notified of eligibility, award or contact list status, through their UA email account within three (3) weeks of their submittal. For awarded students, there can be up to a six (6) week period between the first day of school for the fall and/or spring semesters and the deposit date in students' bursar account (or deposit date in international students' account equivalency as determined by OSFA). Visit www.lifework.arizona.edu regarding Summer Pre-Session and Session 1 awards, contingent upon funding.
3. Following UA Childcare Choice-Student award notification by Life & Work Connections, such students must submit a completed *Enrollment Verification Form* by electronically scanned copy to lifework@arizona.edu before funds are dispersed. Call (520) 621-1530 if you have questions.
4. UA Childcare Choice-Student is intended for childcare expenses already incurred, and that are related solely to the UA student's status and current, qualifying coursework-related childcare occurring in Arizona.
5. UA Childcare Choice-Student is funded within a July 1-June 30 fiscal year period.
6. Students are responsible for providing Life & Work Connections with correct student, family and childcare information, and for notifying this department of any contact information changes in a timely manner, including UA email account changes. Incomplete or delayed UA Childcare Choice-Student communications and awards resulting from such inaccuracies are the responsibility of the student. Call (520) 621-1530 if you have questions.

Dependent Care and Tax Liability Issues

Childcare can be a major expense for many students. Contact a professional tax advisor to determine if you are eligible for a tax credit. Additionally, subsidized monies applied toward childcare can be considered "scholarship" income and may be subject to taxation. This information is not intended to serve as tax advice. Consult your professional tax advisor to identify full tax implications of program use and to determine the optimal use of dependent care offerings.

Thank you for your review. Contact our office by email at lifework@arizona.edu or by calling (520) 621-1530 if you have program questions. Visit www.lifework.arizona.edu for more information.

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