

# Childcare Choice Program

## Student Program Guidelines



THE UNIVERSITY OF ARIZONA  
**Life & Work  
Connections**

The University of Arizona (UA) offers a subsidy for qualified childcare expenses through the UA Childcare Choice Student Subsidy Program, managed by Life & Work Connections (LWC).

This program assists currently enrolled undergraduate and graduate/professional students with eligible childcare costs related to their coursework in the United States. For the academic year 2025/2026, UA Childcare Choice-Student awards are anticipated to be \$1,000 per semester up to a maximum of \$2000 (priority for fall and/or spring semesters). Summer Pre-Session and Session 1 awards are contingent upon funding.

Participation depends on funding availability, needs assessment, and distribution method. Applying does not guarantee enrollment, as funding is limited to the fiscal year from July 1 to June 30.

### AT A GLANCE: IMPORTANT PROGRAM INFORMATION



#### Undergraduate and Graduate/Professional Student Eligibility

To participate, students must be currently enrolled at the University of Arizona, have demonstrated financial need, and their childcare costs are directly related to their coursework.



#### \$1000 per semester per household, \$2000 maximum

UA Childcare Choice-Student monies will be awarded to a single individual on behalf of the family in the case of two parents/guardians who are U of A students currently enrolled in U of A. Eligible students must have demonstrated need with the Office of Scholarships & Financial Aid (OSFA).



#### Qualifying Childcare

Eligible course-related childcare in the United States must be regulated by state authorities and can include small family childcare homes, group homes, childcare centers, school-sponsored programs, Department of Defense-certified programs, or university-sponsored childcare.



#### Annual Application

Students must submit a new application each year they want to participate in the program, even if they've previously participated.



#### Tax Implications

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.

# Childcare Choice Student Program Guidelines

## Undergraduate and Graduate/Professional Students Eligibility Requirements

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.

### Eligibility Details

- Both full-time and part-time students are eligible; LWC will verify student eligibility and financial aid status.
- Additional information may be required if their spouse or partner is also a U of A student or employee.
- UA Childcare Choice-Student awards are only available during active student enrollment and must fall within the academic year, as well as the fiscal year from July 1 to June 30.

### Child's Eligibility

- This program is only available to eligible U of A students' legal, dependent children (including 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 student health coverage.
- The age range for dependent children is birth-12 years.

### 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 follows (if applicable).
- Applying students 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 the e-application.
  - Take a screenshot of the **completed Expected Family Contribution (EFC) Calculator** results and upload it to the e-application.

## CHOOSING QUALIFYING CHILDCARE

### Qualifying Childcare

Students' current, qualifying course-related childcare occurring in the U.S. must fall into one of the following:

- small-family childcare home regulated by the **Department of Economic Security (DES)** or other states' equivalent;
- family childcare group home or childcare center regulated by the **Department of Health Services (DHS)** or other states' equivalent;
- before and/or after school program or intercession program sponsored by a **school district**; by a **charter school** or other states' equivalent;
- 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** or other states' equivalent.

To find a database of your state's regulated childcare, visit the **National Database of Child Care Licensing** or the **State and Territory Licensing Agencies and Regulations**.

### Ineligible Childcare

You may need different childcare arrangements, which can be reimbursed. However, some services labeled as "childcare" may not meet the required criteria and won't qualify for UA Childcare Choice-Employee reimbursement.

- 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 enters the employee'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 reflects non-childcare tuition (registration fees, field trips, etc.)

**Childcare Consultations:** Childcare consultations are a shared educational opportunity to discuss thoughtful issues and responsive strategies for identifying, assessing, and selecting childcare and enrichment experiences.

## Choosing UA Childcare Choice - Employee or UA Childcare Choice - Student

- In the case of two parents/guardians who are UA students currently enrolled in 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/guardians comprised of a currently enrolled UA student and a current employee eligible for full benefits, the pair should select UA Childcare Choice-Employee on behalf of the family. If the UA Childcare Choice-Employee program has maxed its funding, then the pair can apply to the UA Childcare Choice-Student.
- A currently enrolled UA student who concurrently becomes a UA employee eligible for full benefits remains in the UA Childcare Choice-Student program until the end of the fiscal year.

## Application

- **Responsibility:** It is the student's responsibility to understand the program details, complete and submit application information accurately and on time, and to apply UA Childcare Choice-Student awards according to the guidelines for coursework-related childcare.
- **Application Submission:** Applications can only be submitted once the child is fully enrolled in a regulated childcare program.
- **Application Instructions:** Current student E-Application forms and instructions are available at [lifework.arizona.edu/childcare-student](https://lifework.arizona.edu/childcare-student).

## Application Accuracy

- **Name Consistency & Accurate Information:** Ensure that the names of eligible UA students—including spelling and hyphenation—match the information in their UAccess profiles. Any incomplete or delayed communications regarding UA Childcare Choice-Student awards due to inaccuracies are the student's responsibility. Report any changes to student, family, or enrollment information as soon as possible to avoid delays.
- **Compliance:** Enrolled students who do not comply with program guidelines and application requirements may be disqualified from participation.

## Application Process

- **Application Period:** E-applications can be submitted throughout the academic year and the fiscal year period from August 1 to June 30. Students will submit one (1) E-Application during the fiscal year. Check the status of Summer Pre-Session and Session 1 awards, depending on funding, at [lifework.arizona.edu](https://lifework.arizona.edu).
- **Processing Applications:** E-applications are automatically date-stamped upon receipt, based on the date of your completed submission. Incomplete applications delay the approval process. You will receive an automatic reply confirming your submission status, and our office will reach out if we have any questions. Once funds are dispersed, a contact list will be maintained.
- **Notifications:** Students will be notified of their eligibility, enrollment, contact list status and will receive information and relevant updates through their U of A email account. Students should inform us via a separate email to [lifework@arizona.edu](mailto:lifework@arizona.edu) if they prefer a different method of communication.

## Award

- **Financial Aid Package:** The UA Childcare Choice - Student awards are considered part of your financial aid package. Any childcare award will be deposited directly into your bursar account.
- **Notification Timeline:** Students are typically notified about eligibility, award or contact list status via their U of A email within three weeks of submission. For students who are awarded, there may be a waiting period of up to six weeks from the first day of classes in the fall or spring semesters until the funds are deposited in your bursar account. This timeline also applies to international students, with deposits determined by OSFA.
- **Enrollment Verification:** After receiving your UA Childcare Choice - Student award notification from Life & Work Connections, you must submit a completed Enrollment Verification Form for the upcoming semester or summer session. This form should be sent as an electronically scanned copy to [lifework@arizona.edu](mailto:lifework@arizona.edu) before any funds are released.

## Eligibility Audits and Refunds

- If parents/guardians remove their children from qualified childcare which results in a refund to the parents/guardians, that portion of costs previously awarded by UA Childcare Choice-Student must to be returned within 30 days.
- Applications for UA Childcare Choice-Student are subject to audit; additional eligibility documentation may be required. If found to be ineligible, such students are responsible for reimbursing any monies to the University of Arizona, and failure to comply with the above requirements may result in denial of this student service.

### **Get More Information – Financial Aid and Scholarships**

- OSFA identifies colleges with financial aid offices or that offer specialized web information for students. Students are requested to contact their respective colleges for further assistance when applying for UA Childcare Choice-Student.
- 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.

### **Life & Work Connections**

#### **Office of Scholarships and Financial Aid**

#### **James E. Rogers College of Law**

#### **College of Nursing**

#### **College of Medicine-Tucson**

#### **College of Medicine-Phoenix**

### **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.

### **Contact Us – Program Questions**

- Contact our office by email at [lifework@arizona.edu](mailto:lifework@arizona.edu) or by calling (520) 621-1530.
- Visit [lifework.arizona.edu](http://lifework.arizona.edu) for more information.

UA Childcare Choice Student Subsidy Program for Qualified Childcare Expenses 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.