



Guide for Childcare Assistance

The North Carolina General Assembly allocates funds to assist student-parents enrolled in community colleges. Blue Ridge Community College has a limited amount of funds to assist qualified students. Student-parents pursuing a **curriculum** course of study are eligible and must demonstrate **financial need**. To determine financial need, students need to complete the Free Application for Federal Student Aid (FAFSA) **prior** to applying for childcare.

Because of the limited funding, Blue Ridge Community College does not guarantee that funds will be available for the entire fiscal year (July 1 – June 30) nor do we guarantee that we can cover all your childcare expenses. Students should also contact the Department of Social Services to see if they are eligible for additional funding.

According to information received from the North Carolina Community College System, (NCCCS) "The student-parent should always be the person who selects the provider and signs any agreement with the provider regarding the care of the child." Students who have questions regarding daycare providers in this area should contact the Children & Family Resource Center of Henderson County located at 851 Case Street (off Upward Road, near Ingles.) Their number is 698-0674. A list of providers from each county can also be obtained by sending a written request to the

Division of Child Development, 2201 Mail Service Center, Raleigh, NC 27626-2201.

Commonly Asked Questions

How is funding determined?

Funding is based on enrollment much like federal programs **with the exception that classroom contact hours** will also be considered. Contact hours are the actual hours that a student is in class per week and are printed in the catalog beside each course listing.

Benefits are limited to the monthly childcare costs to the student or \$400, whichever is less.

Students must be enrolled at least half-time (6-8 credits) during Fall and Spring semesters to qualify.

To be eligible for full childcare benefits (not to exceed \$400/month), a student must be taking at least 12 credits or a minimum of 20 contact hours. Students taking fewer hours will have their benefit prorated accordingly.

Students enrolled exclusively in internet classes are ineligible for child care assistance.

Students must maintain Satisfactory Academic Progress (SAP) in order to receive funds. Please refer to the BRCC catalog or the Financial Aid grant information form for details.

How do I apply?

Application packets become available on **July 1 of each academic year**. Students are encouraged to complete the packet as quickly as possible because funds are awarded based on financial need and the date and time packets are returned. This means the FAFSA must be complete prior to July 1 in order to calculate financial need. Preference will be given to students who turn in their packets to Julia Dennis in the Sink Building, Room 125 by no later than Friday, July 29th at 3:00pm. The application packet contains the following forms:

- Students complete the "Application for Child Care Funds."
- The childcare provider will complete the "Child Care Provider Agreement" **and** the taxpayer ID form (W-9).
- Each month, students will submit the "Child Care Request for Payment" form. (The top of this form must be signed by your instructors to verify attendance. The lower half of the form is to be completed by your childcare provider. Please check your attendance section carefully to verify that you did **not** list weekends, holidays, or class breaks.)

Request for Payment Forms are due to Julia Dennis in the Financial Aid Office no later than the **5th of each month**. **NOTE: IF YOUR FORM IS NOT TURNED IN ON TIME, YOU WILL BE RESPONSIBLE FOR PAYING YOUR CHILDCARE PROVIDER THAT MONTH. AFTER TWO CONSECUTIVE MONTHS OF FAILING TO TURN YOUR FORM IN ON TIME, YOUR CHILDCARE BENEFIT MAY BE AWARDED TO SOMEONE ELSE ON THE WAITING LIST AND YOU WILL BE RESPONSIBLE FOR YOUR OWN PAYMENTS FOR THE REST OF THE SCHOOL YEAR.**

Can an individual keep my child or do I have to place him or her in a licensed daycare?

Students determine their own childcare provider; however, it is not the intent of the state to use childcare funds to pay members of the student's family to provide child care. **Beginning with the 2011-12 school year, only students using licensed day care facilities will be considered for Childcare funds.**

When is my provider paid?

Please let your provider know that payment is on a monthly basis after the time that services are rendered. **"Under no circumstances can BRCC pay in advance,"** according to the NCCCS.

Do I need to reapply each semester?

No, Students apply only once per academic year.

Where do I pick up extra copies of the "Child Care Request for Payment" form?

Please contact Julia Dennis in the Financial Aid Office to receive an additional copy via email. You can then save the file and print out the additional forms as you need them. If you do not have access to a printer, **please make sure to make copies of the form that will last you until the end of the year.** *No additional paper forms will be provided by the Financial Aid Office.*

How long can I receive funds?

The Financial Aid Office will attempt to help as many students as possible, not to exceed the length of their program or two years, whichever occurs first. Because of limited funding, full-time students will have preference over part-time students. Every effort will be made to award students again who received funds last year. Please apply early.

For more information contact
Julia Dennis in the Financial Aid Office, Sink Bldg.,
Room 125 (828) 694-1815 or
jw_dennis@blueridge.edu
Updated June 2011