

# 2020-21 GUIDE FOR CHILDCARE ASSISTANCE PROGRAM (Pending State Funding)

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 each year 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 assistance.

**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) or that every student who applies will be eligible.** It is recommended that students 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 need help finding childcare providers can utilize the search feature on the NC Division of Child Development and Early Education's website at <https://ncchildcaresearch.dhhs.state.nc.us/search.asp>.

## Commonly Asked Questions

### How do I apply?

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Application packets become available on **July 1 of each academic year**. In addition, students must complete the FAFSA ([fafsa.gov](http://fafsa.gov)) process before being considered for childcare funds.

### Where do I turn in my application packet?

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Application packets may be turned in to the Financial Aid Office at the Henderson County campus or the Student Services Office at the Transylvania County campus. Applications are considered on a first come, first serve basis. A complete application packet will contain the following forms:

**Application for Child Care Funds**

*The student completes this form.*

**Child Care Provider Agreement**

*The child care provider must complete this form.*

**Taxpayer ID form (W-9)**

*The child care provider must complete this form.*

**Incomplete application packets will not be considered!**

### What are the eligibility requirements?

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- Students must be accepted into a curriculum program of study leading to an Associates degree, diploma, or certificate. (Continuing Education students are not eligible.)
- Students must demonstrate financial need based on their FAFSA results.
- Benefits are limited to the monthly childcare costs to the student or \$500, whichever is less. This amount will be prorated if the student is enrolled part-time.
- Students must be enrolled at least half-time (6 or more credits) to qualify.
- Students may be enrolled in seated and/or online classes.
- Students must maintain Satisfactory Academic Progress (SAP) in order to receive funds. Please refer to the BRCC catalog or the Financial Aid grant information sheet for details.

### How is funding determined?

Funding is based on enrollment, approval of the childcare provider, financial need and the student-parent maintaining Satisfactory Academic Progress.

### If approved, how does my childcare provider get paid?

Each month, students will submit the "Child Care Request for Payment" form. The top of this form must be signed by at least one instructor to verify the student's attendance. The lower half of the form is to be completed by the childcare provider.

Request for Payment Forms are due to the Financial Aid Office no later than the **5<sup>th</sup> of each month**. Incomplete forms will be considered late.

***NOTE: If your form is turned in late, you will be responsible for paying your childcare provider that month. After two consecutive months of failing to turn in your form on time, your childcare benefit may be suspended and awarded to someone else on the waiting list. If suspended, you will be responsible for your childcare payments the rest of the school year and may forfeit your ability to receive the grant in subsequent years.***

### Can anyone keep my child or do I have to place him or her with a licensed childcare provider?

Childcare providers may be:

- Licensed daycare or individual providers
- Unlicensed childcare providers
- Student-parents' parent (grandparent)
- A personal nanny
- Afterschool programs

A Form W-9 Taxpayer ID Form is required for all providers (business or individual caregiver).

**Student-parents nor the other parent may be reimbursed for services.**

### When is my provider paid?

Please let your provider know that payment is on a monthly basis after the time that services are rendered (a month in arrears). For example, if your child attends in September, the childcare provider will be paid in October. **"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. Please note, funds are not available in the summer.

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

Please contact the Financial Aid Office if you need additional Child Care Request for Payment forms.

### 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. Students who received funds the prior year will have first priority.

### **For more information contact:**

The Financial Aid Office at the  
Henderson County Campus  
(828) 694-1815  
[cc\\_smith@blueridge.edu](mailto:cc_smith@blueridge.edu)

**OR**

The Student Services Office at the  
Transylvania County Campus  
(828) 694-1900

**2020-21 APPLICATION FOR CHILD CARE FUNDS**

Your Name: \_\_\_\_\_ BRCC ID# \_\_\_\_\_

Child's Name and Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Curriculum: \_\_\_\_\_

List all sources and amounts of child care funds that are available to you:

\_\_\_\_\_

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Name of Child Care Provider: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Start Date: \_\_\_\_\_

Total amount of child care funds requested per month: \_\_\_\_\_

Times child is in child care: \_\_\_\_\_

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I agree to see that the Child Care "Request for Payment" form is completed and submitted to the Financial Aid Office by the fifth (5) of each month. If the form is not submitted, is submitted late and/or I become ineligible for funds, **I understand that I am responsible for all child care costs.**

**I agree to notify the Financial Aid Office of any change in:**

1. My status as a student at Blue Ridge Community College
2. My curriculum and enrollment status
3. The child care provider arrangement
4. Child care attendance
5. Funds from other sources

I understand this is only an application for child care services through Blue Ridge Community College's Financial Aid Office. I also understand that assistance depends on availability of funds meeting the eligibility requirements. **No assistance will be provided unless approved by the Financial Aid Office.** I understand that I enter into any childcare arrangement of my own free will. I will not hold Blue Ridge Community College, its employees, nor its Board responsible for any problems or injuries that occur as a result of childcare.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**2020-21**  
**CHILD CARE PROVIDER AGREEMENT**  
**-TO BE FILLED OUT BY CHILD CARE PROVIDER-**

Name of Child Care Provider: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

ZIP: \_\_\_\_\_ Phone number: \_\_\_\_\_

Location (if different): \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_

Total amount of childcare tuition charged per month: \_\_\_\_\_

Assistance parent receives from other sources and amounts: \_\_\_\_\_

\_\_\_\_\_

Net amount of childcare tuition per month: \_\_\_\_\_

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Type of Child Care Services:

- A. Licensed Day Care Center or Home Day Care
- B. Licensed individual care provider
- C. Family member of student. Please indicate relation to student: \_\_\_\_\_
- D. Personal nanny
- E. Afterschool program

I certify that this is an accurate description of the childcare arrangement. I understand that public funds can be used only for legal childcare arrangements.

I agree to inform the Financial Aid Office of Blue Ridge Community College should there be any change in the child care arrangement, including change in the child(ren)'s attendance, licensing, registration, or change in tuition cost.

**The student is responsible for submitting the Child Care "Request for Payment" form to the Financial Aid Office no later than the fifth (5) of each month, for the previous month's care. If a completed form is not submitted or if the student becomes ineligible for funds, then the student is responsible for all costs of care.**

(continued on reverse)

The student/parent agreed to notify the Financial Aid Office of any change in:

- (1) their status as a student at Blue Ridge Community College,
- (2) their curriculum and enrollment status,
- (3) the child care provider arrangement,
- (4) child care attendance,
- (5) funds from other sources.

**IF FAILING TO DO SO, THE STUDENT-PARENT WILL BE HELD RESPONSIBLE FOR CHILD CARE PROVIDER PAYMENT(S).**

I understand that all plans to provide child care have been made with the student and that Blue Ridge Community College is responsible only for providing funds for approved student-parents. I also understand that the childcare assistance program is based on availability of funds and the student continuing to meet eligibility requirements. Blue Ridge Community College and the Financial Aid Office are exempt from all other aspects of the Child Care arrangement.

Childcare Provider Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

