

# M Information & Application • Fall/Winter 2016-2017

## THE CHILD CARE SUBSIDY PROGRAM

TEL: (734) 763-6600 • FAX: (734) 647-3081 • EMAIL: [financial.aid@umich.edu](mailto:financial.aid@umich.edu) • WEB: [finaid.umich.edu](http://finaid.umich.edu)

OFFICE OF FINANCIAL AID • UNIVERSITY OF MICHIGAN • 2500 STUDENT ACTIVITIES BLDG. • 515 E. JEFFERSON ST. • ANN ARBOR, MI 48109-1316

The Child Care Subsidy Program provides funds to students with children to assist them in meeting the cost of licensed child care.

This application is also available on the web at [finaid.umich.edu/childcare](http://finaid.umich.edu/childcare)

### Who is eligible to receive the subsidy:

To be considered for the Fall/Winter 2016-2017 Child Care Subsidy, you must meet ALL of the following criteria :

- Be enrolled at least half-time in a University of Michigan-Ann Arbor degree program at either the undergraduate, graduate, or professional level, or be enrolled in a non-degree program with a defined educational objective. Please note that:
  - **Students who are not in a degree program** must complete a 2016-2017 Non-Candidate for Degree Questionnaire, available on the web.
  - **Graduate students with approved Detached Study** status may satisfy the half-time enrollment requirement (you must be officially placed in Detached Study before your application can be processed). Doctoral students who are not enrolled or on Detached Study but **are actively pursuing research or completing a dissertation** may be eligible if their academic pursuits equate to at least half-time enrollment (must complete a Child Care Subsidy Doctoral Student Non-Enrollment Certification Form, available on the web).
- Have a dependent child 12 years old or younger or a dependent child with special needs under the age of 19.
- Incur child care expenses from a child care provider that is licensed by the state of Michigan. **Note: You may apply even if you are not currently using a licensed child care provider. If you are awarded a subsidy, you must change to a licensed care provider and use the licensed provider's services for at least 75 percent of each term for which you receive the subsidy.**
- Demonstrate financial need for this subsidy (see right for information on financial need and eligibility).
- Meet Satisfactory Academic Progress standards, as defined by the University of Michigan-Ann Arbor. ([finaid.umich.edu/SAP](http://finaid.umich.edu/SAP))
- Be a single parent or, if married, have a spouse who is a student (enrolled at least half-time in an undergraduate or graduate degree program) or is gainfully employed and earning income for a minimum of 20 hours per week (or a combination of school and work). You may be asked to document your spouse's employment or student status. (U-M will make an exception to employment criteria for a non-student spouse who cannot work due to a disability. Please note this on your application so your situation may be considered.)

### How much is the subsidy award?

The amount of Child Care Subsidy awarded to eligible applicants is based on their financial need, the number of children they have enrolled in licensed care facilities, their child care expenses, and available funding.

Subsidy amounts for 2016-2017 are:

- 1** For **ONE** child, the award maximum is **\$2,630** per term.
- 2** For **TWO** children, the award maximum is **\$3,850** per term.
- 3+** For **THREE OR MORE** children, the award maximum is **\$5,076** per term.

*Note: A term is Fall term or Winter term. Applicants will be notified in writing of their eligibility for the subsidy and the amount they will receive.*

**The subsidy amount cannot exceed the cost of your licensed child care.**

### How eligibility for the subsidy is determined:

You must demonstrate financial need to be eligible for the Child Care Subsidy program. Financial need is calculated as follows:

$$\begin{array}{r} \text{Estimated Cost of Attendance} \\ - \text{Expected Family Contribution} + \\ \text{Available Resources} \\ \hline = \text{Demonstrated Financial Need} \end{array}$$

**Estimated Cost of Attendance:** This estimated amount includes tuition, fees (if enrolled), an allowance for books and supplies, a reasonable allowance for living expenses, and child care expenses as reported on the Child Care Subsidy Application.

**Expected Family Contribution/Available Resources:** The Office of Financial Aid calculates this estimated amount from the information you submit on the Child Care Subsidy Application, your tax returns, and the FAFSA or International Student Financial Data Form. The calculation is based on such items as your earnings; checking, savings, cash, and money market accounts; investments and real estate holdings other than your family's primary residence; business equity; untaxed income; income from assistantships; and other financial aid you are receiving through your academic department and the Office of Financial Aid.

## How to apply:

If you submitted these forms previously to apply for assistance through our office, do NOT submit them again.

**Submit to the federal processor:** The 2016-2017 Free Application for Federal Student Aid (FAFSA) (available online at [www.fafsa.gov](http://www.fafsa.gov) or by calling 1-800-4-FEDAID). Be sure to list Federal School Code 002325 so that a copy will be sent to U-M. **The FAFSA may be completed only by U.S. citizens or permanent residents.**

### Submit to the Office of Financial Aid (OFA):

- Fall/Winter 2016-2017 Child Care Subsidy Application (on page 3).
- Copies of your and your spouse's signed 2015 federal income tax returns (1040, 1040A, 1040EZ, 1040NR, 1040NR-EZ, or Form 8843) or a 2015 Non-Filing Statement, or 2015 Non-Filing Statement for Non-U.S. Citizens, both available on Wolverine Access. This form must be completed by students who are not required to file income tax returns based on IRS income requirements.
- **International Students:** In addition to the Child Care Subsidy Application, you will need to complete and submit the 2016-2017 International Student Financial Data Form, available on the web at [finaid.umich.edu/Childcare](http://finaid.umich.edu/Childcare).
- **Doctoral Students:** In addition to the Child Care Subsidy Application, Ph.D students not enrolled but actively pursuing research or completing a dissertation (equating to half-time enrollment) should fill out a Ph.D Student Non-Enrollment Certification form available on the web at [finaid.umich.edu/Childcare](http://finaid.umich.edu/Childcare).

## When to apply:

Students may apply for the 2016-2017 Fall and Winter terms beginning in February. **We encourage you to apply by April 30, 2016, so that your eligibility can be determined and notification can be sent to you after July 1, 2016.** This will allow you adequate time to plan and make your child care arrangements for September.

**Funding for the Fall and Winter terms may be limited. Applicants will be funded on a first-come, first-served basis. Therefore, you are encouraged to submit your application as soon as possible.** Students who apply after April 30, 2016, might be denied funding if all funds have been committed to applicants who applied earlier.

*\* Students who are appointed as GSIs or GSSAs during a period in which they may be eligible for a child care subsidy should consult the child care subsidy provisions of the labor contract between the University of Michigan and the Graduate Employees Organization. Visit online here to view or download a PDF version of the agreement: [hr.umich.edu/acadhr/contracts](http://hr.umich.edu/acadhr/contracts). Visit [www.geo3550.org](http://www.geo3550.org) for the GEO website and organization's contact information.*

## Receiving subsidy funds:

If your application for the Child Care Subsidy is approved:

1. You will be asked to submit documentation of your child care expenses and your child care provider's state licensure using a **Verification of Licensed Child Care** form. The completed form will be available on Wolverine Access and must be submitted before the subsidy can be disbursed to you.
2. Funds will be disbursed in the form of a check payable to you. If you have authorized direct deposit, funds will be deposited to your bank account.

## If you have questions or need assistance:

If you need help completing the FAFSA or have questions about the Child Care Subsidy, staff members in the Office of Financial Aid can assist you. Contact us by phone at **(734) 763-6600** or by email at: [financial.aid@umich.edu](mailto:financial.aid@umich.edu). The application and other forms are available on our website at [finaid.umich.edu/childcare](http://finaid.umich.edu/childcare). You may also visit one of our offices for walk-in advising:

### Central Campus (Main Office):

2500 Student Activities Building

Monday	Tuesday	Wednesday	Thursday	Friday
	8a-5p		10a-5p	8a-5p

*Services are limited from 4:30-5 p.m. each day.*

### North Campus Office:

B430 Pierpont Commons (Basement)

Monday	Tuesday	Wednesday	Thursday	Friday
	1:30-5p	1-4:30p		1:30-5p

### Special Summer Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
	1:30-5p	Closed	1:30-5p	Closed

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## THE CHILD CARE SUBSIDY PROGRAM

(FCCARE)

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*This information and application are also available on the web at [finaid.umich.edu/childcare](http://finaid.umich.edu/childcare).*

**Detach and submit this application to the Office of Financial Aid. Retain the information sheet for your reference.**

Name (Last, First, Middle Initial) \_\_\_\_\_

UMID Number (8 Digits) \_\_\_\_\_

*NOTE: We will correspond with you using your current, local address in Wolverine Access. All email correspondence will be sent to your umich account. Please be sure your information is updated.*

Phone Number \_\_\_\_\_

- For which term(s) are you requesting the Child Care Subsidy?  Fall 2016  Winter 2017
- Number of credit hours in which you will be enrolled each term: Fall 2016 \_\_\_\_\_ Winter 2017 \_\_\_\_\_  
 GEO members: Note any GSI or GSSA appointments here for Fall or Winter terms: Fall 2016 \_\_\_\_\_ Winter 2017 \_\_\_\_\_
- If not enrolled, are you on Detached Study?  Yes  No If yes, you must fully process your Detached Study request and be officially placed in Detached Study Status (by the Registrar) before your Child Care Subsidy Application can be processed.
- Your marital status:  Married  Other
- Answer these questions only if you are married: Spouse's name: \_\_\_\_\_  
 Is your spouse employed?  Yes  No If yes, indicate the number of hours your spouse works per week: \_\_\_\_\_  
 Name and address of employer: \_\_\_\_\_  
 Is your spouse a student?  Yes  No If yes, at which institution? \_\_\_\_\_  
 UMID number (if a student at University of Michigan) \_\_\_\_\_  
 Number of credit hours in which your spouse will enroll: Fall 2016 \_\_\_\_\_ Winter 2017 \_\_\_\_\_

**6. Information about your dependent child(ren) who will be enrolled in child care licensed by the state of Michigan:**

*If necessary, continue your list on reverse side.*

Name:	Age:	Monthly Child Care Costs: (REQUIRED)
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**7. Information about your Child Care Provider(s): (REQUIRED)**

**You MUST provide a tentative provider name and monthly cost information before your application can be reviewed.**

Name:	State of Michigan Child Care License Number:
_____	_____
_____	_____
_____	_____

**8. Statement of Understanding**

- I certify that I meet all the eligibility criteria listed in the instructions for this form.
- I understand that changes in my enrollment status may result in the reduction or cancellation of my award.
- I understand that scholarships, fellowships, GSRA, GSSA, GSI, and any other source of financial aid that may be posted to my account after the Child Care Subsidy is awarded may reduce or eliminate my eligibility for the Child Care Subsidy.
- I understand that it is my responsibility to report to the Office of Financial Aid any changes in my child care arrangements or costs during the term(s) for which I am awarded the Child Care Subsidy.
- I certify that all statements relating to this application are complete and correct to the best of my knowledge, and I understand that intentional misrepresentation may result in cancellation and repayment of my Child Care Subsidy.

Signature \_\_\_\_\_ Date \_\_\_\_\_