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

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)

- 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:

\[
\text{Estimated Cost of Attendance} - \text{Expected Family Contribution} + \text{Available Resources} = \text{Demonstrated Financial Need}
\]

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.
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. The application and other forms are available on our website at finaid.umich.edu/childcare.
You may also visit one of our offices for walk-in advising:

Central Campus (Main Office):
2500 Student Activities Building

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

North Campus Office:
B430 Pierpont Commons (Basement)

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*Special Summer Hours:*

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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 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 the 2016-2017 International Student Financial Data Form, available on the web at 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.

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. Visit www.geo3550.org for the GEO website and organization’s contact information.*
First, let’s break down the sections of the application into manageable parts. Each part will be discussed in detail along with the relevant questions and requirements.

1. **For which term(s) are you requesting the Child Care Subsidy?**
   - This section requires you to check boxes for the terms you are requesting, which are Fall 2016 and Winter 2017. Note: This choice is essential as it determines the eligibility criteria for the subsidy.

2. **Number of credit hours in which you will be enrolled each term:**
   - This section requires you to enter the number of credit hours for each term. It is important to accurately reflect your enrollment status as it affects your eligibility.

3. **GEO members: Note any GSI or GSSA appointments here for Fall or Winter terms:**
   - This section asks for any appointments you have as GSI or GSSA, which can affect your eligibility for the subsidy.

4. **Your marital status:**
   - This section requires you to indicate whether you are married or not. It’s important to accurately report your marital status as it affects your eligibility.

5. **Answer these questions only if you are married:**
   - This section contains additional questions for married applicants, including spouse’s name, employment status, and education status. It also asks for UMID number for a student at the University of Michigan and the number of credit hours enrolled.

6. **Information about your dependent child(ren) who will be enrolled in child care licensed by the state of Michigan:**
   - This section requires you to list the names, ages, and monthly child care costs of your dependent children. It’s crucial to provide accurate information for each child.

7. **Information about your Child Care Provider(s):**
   - This section requires you to list the names and license numbers of your child care providers. It’s important to provide accurate and complete information.

8. **Statement of Understanding:**
   - This section contains statements acknowledging the understandings and responsibilities of the applicant. Each statement must be checked to confirm agreement.

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**Signature** ___________________________  **Date** __________

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This application must be submitted to the Office of Financial Aid. Retain the information sheet for your reference.