



# CHILD CARE SUBSIDY PROGRAM INFORMATION & APPLICATION FALL/WINTER 2021–2022

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/types-aid/child-care-subsidy](http://finaid.umich.edu/types-aid/child-care-subsidy).

## WHO IS ELIGIBLE TO RECEIVE THE SUBSIDY

To be considered for the Fall/Winter 2021–2022 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 2021–2022 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.
- The University of Michigan offers the Child Care Subsidy to students to assist with the cost of licensed child care of their young, dependent children. To align with the university's plans for a fall semester within the boundaries of the state and local public health safety measures in place at that time, the university has temporarily changed eligibility criteria for the Child Care Subsidy. During this temporary period, child care expenses from any licensed child care provider will be eligible for reimbursement under the subsidy, regardless of the state, country, or agency of licensure. Previously, eligibility was limited to the State of Michigan. Other eligibility criteria for the Child Care subsidy continue to be in effect.
- Demonstrate financial need for this subsidy (see page 2 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 2021–2022 are:

Number of Children	Licensed child care
1	\$3,118 per term maximum
2	\$4,572 per term maximum
3+	\$6,028 per term maximum

### Notes:

- 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.

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## HOW ELIGIBILITY FOR THE SUBSIDY IS DETERMINED

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

- Estimated Cost of Attendance
- Expected Family Contribution
- + Available Resources
- = 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.

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## HOW TO APPLY

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

**Submit to the federal processor:** If you have not yet completed the 2021–2022 Free Application for Federal Student Aid (FAFSA) please do so (available online at [fafsa.ed.gov](http://fafsa.ed.gov)). **The FAFSA may be completed only by U.S. citizens or permanent residents.**

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

- Fall/Winter 2021-2022 Child Care Subsidy Application (on page 3).
- Copies of your and your spouse's signed most recent federal income tax returns (1040, 1040A, 1040EZ, 1040NR, 1040NR-EZ, or Form 8843). If you were not required to complete a federal tax return, complete a Non-Filing Statement or Non-Filing Statement for Non-U.S. Citizens, both available on Wolverine Access.
- **International Students:** In addition to the Child Care Subsidy Application, you will need to complete and submit the 2021–2022 International Student Financial Data Form, available on the web at [finaid.umich.edu/types-aid/child-care-subsidy](http://finaid.umich.edu/types-aid/child-care-subsidy).
- **Doctoral Students:** In addition to the Child Care Subsidy Application, PhD students not enrolled but actively pursuing research or completing a dissertation (equating to half-time enrollment) should fill out a PhD Student Non-Enrollment Certification form available on the web at [finaid.umich.edu/childcare](http://finaid.umich.edu/childcare).

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## WHEN TO APPLY

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**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. We encourage you to apply early so that your eligibility can be determined and notification can be sent to you after July 1, 2021. This will allow you adequate time to plan and make your child care arrangements for September.

*\* 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/sites/default/files/geo-agreement-2020-2023.pdf](http://hr.umich.edu/sites/default/files/geo-agreement-2020-2023.pdf). Visit [geo3550.org](http://geo3550.org) for the GEO website and organization's contact information.

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## RECEIVING SUBSIDY FUNDS

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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. If you have authorized direct deposit, funds will be deposited to your bank account. Funds will be disbursed in the form of a check payable to you.
3. For international students: Your subsidy may be subject to reduction due to any tax treaties between the United States and your home country.

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## IF YOU HAVE QUESTIONS OR NEED ASSISTANCE

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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: [finaid-childcare@umich.edu](mailto:finaid-childcare@umich.edu).

The application and other forms are available on our website at [finaid.umich.edu/types-aid/child-care-subsidy](http://finaid.umich.edu/types-aid/child-care-subsidy). You may also visit our office for walk-in advising. See [finaid.umich.edu/types-aid/child-care-subsidy](http://finaid.umich.edu/types-aid/child-care-subsidy) for office locations and hours.



# CHILD CARE SUBSIDY PROGRAM APPLICATION FALL/WINTER 2021–2022

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) \_\_\_\_\_ U-M ID number (8 Digits) \_\_\_\_\_ Phone number \_\_\_\_\_

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.

- For which term(s) are you requesting the Child Care Subsidy? Fall Winter Both Fall and Winter
- Number of credit hours in which you will be enrolled each term: Fall \_\_\_\_\_ Winter \_\_\_\_\_  
**GEO members: Note any GSI or GSSA appointments here for fall or winter terms:** Fall \_\_\_\_\_ Winter \_\_\_\_\_
- 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? \_\_\_\_\_  
U-M ID number (if a student at University of Michigan) \_\_\_\_\_  
Number of credit hours in which your spouse will enroll: Fall \_\_\_\_\_ Winter \_\_\_\_\_
- Information about your dependent child(ren) who will be enrolled in licensed child care:  
If necessary, continue your list on reverse side.

Name:	Dates of enrollment:	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:	Child Care License Number
_____	_____
_____	_____

Note: See attached reference sheet regarding summer camps.

## 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 funding.
- 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 (typed signatures are acceptable) \_\_\_\_\_ Date \_\_\_\_\_