



# The Child Care Subsidy Program • Fall/Winter 2011-2012

Office of Financial Aid • University of Michigan • 2500 Student Activities Bldg. • 515 E. Jefferson St. • Ann Arbor, MI 48109-1316  
Tel: (734) 763-6600 • Fax: (734) 647-3081 • Email: [financial.aid@umich.edu](mailto:financial.aid@umich.edu) • Web: [www.finaid.umich.edu](http://www.finaid.umich.edu)

## INFORMATION & APPLICATION



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 [www.finaid.umich.edu/childcare](http://www.finaid.umich.edu/childcare)*

### Who is eligible to receive the subsidy:

**To be considered for the Fall/Winter 2011-2012 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. Note: Students who are not in a degree program must complete a 2011-2012 Non-Candidate for Degree Questionnaire, available from the website above. Graduate students with approved Detached Study status may satisfy the half-time enrollment requirement (but you must be officially placed in Detached Study before your Child Care Subsidy Application can be processed). Students in a doctoral program who are not enrolled or on Detached Study but are actively pursuing research or completing their 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 from the website above).
- 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 services provided by a licensed provider. **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% of each term for which you receive the subsidy.** (Certain care facilities administered by school districts are not required by law to be licensed. However, because of level of care standards imposed by the school district, these facilities meet the licensing requirements for the Child Care Subsidy.)
- Demonstrate financial need for this subsidy (see the reverse side for information on financial need and eligibility).
- Meet Satisfactory Academic Progress standards, as defined by the University of Michigan-Ann Arbor. (see [www.finaid.umich.edu/SAP](http://www.finaid.umich.edu/SAP) for more information)
- Use child care services because you are a single student or, if you are married, because your spouse either is a student (enrolled at least half-time in an undergraduate or graduate degree program) or is employed outside the home for a minimum of 20 hours per week. You may be asked to document your spouse's employment or student status.

### 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. **The subsidy amounts are listed below:**

- 1** For **ONE** child, the award maximum is **\$2,250** per term.
- 2** For **TWO** children, the award maximum is **\$3,300** per term.
- 3+** For **THREE OR MORE** children, the award maximum is **\$4,350** 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 OFA, do NOT submit them again.

**Submit to the federal processor:** The 2011-2012 Free Application for Federal Student Aid (FAFSA) (available online at [www.fafsa.ed.gov](http://www.fafsa.ed.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 2011-2012 Child Care Subsidy Application (on page 3).
- Copies of your and your spouse's signed 2010 federal income tax returns (1040, 1040A, 1040EZ, 1040NR, 1040NR-EZ, or Form 8843) or a 2010 Non-Filing Statement, available from OFA or on the web at [www.finaid.umich.edu/media/docs\\_autogen/taxeven.pdf](http://www.finaid.umich.edu/media/docs_autogen/taxeven.pdf). 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 listed above, you will need to complete and submit the 2011-2012 International Student Financial Data Form, available from OFA and on the web at [www.finaid.umich.edu/Childcare](http://www.finaid.umich.edu/Childcare).

## When to apply:

Students may apply for the 2011-2012 Fall and Winter terms beginning in February. **We encourage you to apply by April 30, 2011**, so that your eligibility can be determined and notification can be sent to you in July 2011. 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, 2011, 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:*

*<http://www.hr.umich.edu/acad/br/grads/AHR%20GEO%20booklet%20web.pdf>*

## Receiving the 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. OFA will mail a **Verification of Licensed Child Care** form to you to use for this purpose. The completed form must be submitted before the subsidy can be disbursed to you.
2. Funds will be disbursed through the university payroll system 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 with completing the FAFSA or if you have questions about the Child Care Subsidy, staff members in the Office of Financial Aid can assist you. Contact them 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 [www.finaid.umich.edu/Childcare](http://www.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 - Friday: 8 a.m. - 5 p.m.

*(Please note that financial aid counselors are not available until 10 a.m. on Thursdays. Also, services are limited from 4:30-5 p.m. each day.)*

### North Campus Office:

B430 Pierpont Commons (Basement)

Monday - Friday: 1 - 4:30 p.m.

*Special Summer Hours:*

Monday, Wednesday, Thursday: 1 - 4:30 p.m.



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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) \_\_\_\_\_

Street Address \_\_\_\_\_

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

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

- For which term(s) are you requesting the Child Care Subsidy?  Fall 2011  Winter 2012
- Number of credit hours in which you will be enrolled each term: Fall 2011 \_\_\_\_\_ Winter 2012 \_\_\_\_\_
- 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: \_\_\_\_\_  
 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 2011 \_\_\_\_\_ Winter 2012 \_\_\_\_\_

- Information about your dependent child(ren) who will be enrolled in licensed child care: *If necessary, continue your list on reverse side.*  

Name:	Age:	Monthly Child Care Costs:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

- Information about your Child Care Provider(s):  

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% of each term for which you receive the subsidy.	Name:	State Child Care License Number:
	_____	_____
	_____	_____
	_____	_____

- 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 \_\_\_\_\_