Postsecondary Child Care Grant Program

2016-2017

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Section III

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I. Postsecondary Child Care Grant Program

A. Program Objective

To provide financial assistance to postsecondary students with financial need who require child care assistance for their dependent children and do not receive funds from the Minnesota Family Investment Program (MFIP).

B. Eligibility to Participate

1. Postsecondary Institutions

A Minnesota public postsecondary institution, a Minnesota private baccalaureate degree granting college or university, or a Minnesota nonprofit two-year vocational technical school granting associate degrees is eligible to participate in the Postsecondary Child Care Grant program. The institution must also meet the definition of eligible institution in Minnesota Statutes 136A.103, as defined in the 'Common Definitions' section of the manual. The institution must have signed an Institutional Participation Agreement with the Minnesota Office of Higher Education (the Agency) which specifies the responsibilities of the postsecondary institution and the Agency (see Appendix 5 of 'State Grant' chapter). The institution must complete the Institutional Request for Participation form (see Appendix 1 of this chapter) on an annual basis.

2. Student Eligibility

Each participating school must maintain accurate and updated records for every student receiving Postsecondary Child Care Grant funds. The financial aid administrator must verify through the appropriate administrative office at the school that the student is enrolled and pursuing eligible course work to receive Postsecondary Child Care Grant funds. The student must complete the Free Application for Federal Student Aid (FAFSA) along with the program application.

Also, the financial aid administrator must continually verify that the student meets the program eligibility requirements that follow. Each institution must establish a procedure to

inform the financial aid office (or other appropriate office) of all changes in a student's status which may affect his/her eligibility for a Postsecondary Child Care Grant.

a. Minnesota Resident

The student must also be a Minnesota resident as defined in the 'Common Definitions' chapter of this manual. The financial aid administrator should request documentation from the student to verify residency in questionable cases. Documentation could include such items as an apartment lease or copies of income tax returns.

The definition of Minnesota resident used for this program only was revised to include a student whose spouse is a resident of Minnesota. This will require the school to determine the spouse's residency status by having the spouse complete OHE's Student Eligibility Questionnaire (Appendix 2 of the State Grant manual).

b. Satisfactory Academic Progress/Good Academic Standing

The student must be in good academic standing and be making satisfactory academic progress as defined in both federal student aid regulations and Minnesota Statutes 136A.101, Subd.10. (See 'Common Definitions' chapter of this manual.)

c. Enrollment Status

The student must be enrolled as at least a half-time student. For purposes of this program, an undergraduate student must be enrolled for a minimum of six credits per term at a term-based school or averaging 12 clock hours per week at a clock hour program, full-time is 15 credits. Graduate students must be enrolled for a minimum of one credit, full-time is six credits.

Interim term credits should be allocated to adjoining terms in the manner described under 'Use of Interim Term Credits' in the 'State Grant' chapter of this manual.

Credit equivalencies assigned by an institution that are applicable to Federal Pell Grant calculations shall be counted as part of the student's credit load. The school may have a

policy allowing repeated classes to be counted towards the student's enrollment level. Transfer credits earned for previous course work at another institution or courses the student audited must not be counted towards enrollment status.

Credits for remedial course work may be counted towards the student's enrollment level if the student has been accepted into a degree, diploma or certificate program and takes remedial course work within that program. A school cannot count non-credit remedial hours in a student's enrollment status if the course is part of a program that leads to a high school diploma or GED. There is no limit on the amount of remedial course work that can be counted towards the student's enrollment level.

d. Undergraduate, Graduate/Professional Degree

The student either has not earned a baccalaureate degree and has been enrolled full time less than eight semesters or the equivalent or has earned a baccalaureate degree and has been enrolled full time less than eight semesters or the equivalent in a graduate or professional degree program. (Please refer to the 'State Grant' chapter of this manual for instructions on reviewing transcripts to assess the amount of previous postsecondary education.) Attendance is accumulated in units, with 96 units being the equivalent of four academic years of full-time attendance.

A student loses eligibility once the student's remaining units of eligibility are less than those assigned for a Level 3 term (three credits) as shown on the 'Course Work After July 1, 1992' chart in the 'State Grant' chapter of this manual. For example, if a student attending a quarter institution had accumulated 95 units, the student would not be eligible because the remaining units of eligibility (96 maximum units minus 95 accumulated units = 1 remaining unit) are less than those assigned to a Level 3 quarter (1.6 units). Therefore, a student with more than 94.4 units is no longer eligible for a Postsecondary Child Care Grant at a quarter system institution. A student with more than 93.6 units is no longer eligible for a Postsecondary Child Care Grant at a semester system institution.

Institutions that disburse aid on a quarter system may exceed the maximum of 96 units by disbursing up to one more full-time quarter of aid to a student who has not accumulated more than 94.4 units. Institutions that disburse aid on a semester system may exceed the maximum of 96 units by disbursing up to one more full-time semester of aid to a student who has not accumulated more than 93.6 units.
Terms during which a student withdrew for activity military service after December 31, 2002, shall not count against the limit on postsecondary education.

To make the four-year limit on postsecondary attendance uniform with the State Grant program, language was added to exclude withdrawn courses for a term during which the student withdrew for a major medical illness as documented by a medical professional.

e. Reciprocity Status

The student must not be receiving tuition reciprocity benefits from another state to attend a Minnesota postsecondary school.

f. Course of Study

The student must be pursuing a nonsectarian program or course of study that applies to an undergraduate, graduate/professional degree, diploma or certificate at the postsecondary level. This includes prevocational/remedial programs. (Nonsectarian program is defined in the rules section of this chapter.)

There is no requirement that a student be accepted into a program or course of study leading to a degree, diploma or certificate at the eligible Minnesota postsecondary institution awarding a Postsecondary Child Care Grant as long as the school can confirm that the student is accepted into a program or course of study leading to these credentials at a Minnesota postsecondary institution eligible to participate in the Postsecondary Child Care Grant program.

g. Eligible Child

The student must have a child 12 years of age or younger, or 14 years of age or younger who has a disability as defined in Minnesota Statute section 125A.02, and who is or will be receiving care on a regular basis from a licensed or legal non-licensed care giver. If the child meets this requirement at the beginning of the term, the child is eligible for the entire term.

"Child with a disability" means a child who has a hearing impairment, blindness, visual disability, speech or language impairment, physical disability, other health impairment, mental disability, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the rules of the commissioner. In addition, a child under age three, and at local district discretion from age three to age seven, who needs special instruction and services, as determined by the rules of the commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development, is a child with a disability.

To be eligible for an award, the applicant's child must meet the requirements for inclusion in the student's (independent applicant) or parents' (dependent applicant) household size in accordance with regulations in place for federal Title IV financial aid programs. A foster child does not meet the federal requirements for inclusion in the household size.

h. Dependency Status

Both independent and dependent applicants are eligible to participate in this program provided they meet the program eligibility requirements. Dependency status must be consistent across financial aid programs and is defined in the 'Common Definitions' chapter of this manual.

i. MFIP and Other Public Assistance

The student must not be receiving benefits from the Minnesota Family Investment Program (MFIP). Students receiving General Assistance (GA) are eligible for the Postsecondary Child Care Grant program.

If the student is excluded from receiving MFIP benefits, the student is eligible to receive a Postsecondary Child Care Grant even if the student's children are the recipients of MFIP benefits. The financial aid office must collect documentation from the county proving the student is excluded from receiving MFIP benefits.

Students can receive MinnesotaCare, Medical Assistance, Supplemental Nutrition Assistance Program (SNAP) or Diversionary Work Program (DWP) and still be eligible for aid from the Postsecondary Child Care Grant program if those benefits are not under the MFIP program.

Students under DWP are eligible for child care assistance through the DWP, so those benefits would be subtracted from actual child care costs used in the Postsecondary Child Care Grant award calculation. The DWP is a program families are referred to for four months prior to going on MFIP.

If a student's MFIP status changes mid-term, please refer to 'Prorating Awards When Eligibility Limited to Partial Term.'

j. Default Status

A student cannot receive a Postsecondary Child Care Grant if the student is in default on any educational loan unless the student produces documentation from the guarantor, lender or servicer that the loan has been paid in full or otherwise satisfied (i.e., meets criteria for reinstatement of Title IV aid eligibility). Once the student regains eligibility for financial aid, the student may be retroactively awarded for the current aid year. This is the same criteria as for the State Grant program.

k. Ten-Day Reporting Requirement

Per Agency program rules, the student must report any changes to data reported on the Postsecondary Child Care Grant application within 10 days of the change occurring. The student is notified of this requirement in the student certification section of the application. It is left to the discretion of the financial aid administrator to determine whether the student's failure to report changes was an unintentional oversight or an intentional withholding of information from the school. The school must use the new information provided by the student to determine eligibility, recalculate the award, if required, and collect any overpayments from prior disbursements. If the school determines the student intentionally withheld information, the school must also cancel the award for the remainder of the academic year, since the student does not meet program eligibility requirements (see also 'Change in Student's Application Information' and 'Denial/Termination Procedures' sections in this chapter for further information).

3. Eligible Child Care Provider

An eligible child care provider under the Postsecondary Child Care Grant program is:

- a licensed child care provider;
- a "legal non-licensed care giver." A "legal non-licensed care giver" is a person who is at least 18 years old and takes care of child(ren) from only one other family besides his/her own; or
- other programs excluded from state licensure under Minnesota Statutes 245A.03, Subd 2 (www.leg.state.mn.us).

The following persons are NOT eligible child care providers:

- the child's other parent or legal guardian;
- the child's natural parent, adoptive parent or stepparent;
- any individual if they reside in the same home as the student and children.

There is no requirement that a child care provider be located or licensed in Minnesota. However, the provider's information must be verified by the school. (See 'Provider Verification' section of this chapter.)

C. Application Process

1. Postsecondary Child Care Grant Application

Each participating institution must either use the "Postsecondary Child Care Grant Program Application" form (Appendix 2a) provided by the Agency or design a comparable application form which contains all of the questions shown in Appendix 2a.

All information on the application form must be completed prior to finalizing a student's award. If the student and provider cannot supply all information at the time of application, they must supply this information prior to receiving any program funds. If a school awards a Postsecondary Child Care Grant based upon an incomplete application, the Agency will require the school to repay the funds to the Postsecondary Child Care Grant program. (See also 'School Liability for Overpayments' section in this chapter.)

In addition to federal verification and provider verification, the school is also responsible for verifying that the total income and household size used to calculate the child care award are consistent with the total income and household size defined in Federal Methodology and used to determine eligibility for other financial aid programs.

Each institution must maintain a copy of each student's Postsecondary Child Care Grant application in the student's financial aid file. An institution may maintain electronic records for the fiscal year file instead of paper copies so long as the records will be available to state auditors.

2. Provider Verification

Prior to awarding the student each academic year, the school must verify the information supplied by the child care provider in the provider section of the program application. (The student is notified of this in the student certification section of the application.)

Appendix 11 is a cover letter that can be sent to the provider along with a copy of the provider section of the student's application with the student's name and school ID blacked out. The school has the option of modifying the cover letter or sending a blank provider section of the application in lieu of the provider section from the student's completed application. Information can be sent to and/or received from the provider via mail, email, fax or telephone. If verification is conducted over the phone, the school should date and document the content of the phone call and keep such records for auditing purposes. Provider verification is required at least once per academic year, but the school may choose to perform provider verification more frequently.

3. Application Deadlines

All student applications must be dated with the date of receipt in the financial aid office. The school must establish a deadline date by which applications for initial and renewal awards must be received to be considered in the initial prioritization of applications. Applications filed after those deadlines may be accepted until the deadline for submission of the End of Year Report which is the first working date after August 9.

4. Prioritizing Applicants/Renewal Applications

Schools may accept applications for Postsecondary Child Care Grant awards until the school's established deadline date and then award students according to the school's written priority policy. All Postsecondary Child Care Grant applicants who need child care assistance must be considered in the priority ranking. Schools must first award students who received a Postsecondary Child Care Grant award in the immediately preceding fiscal year, have had continuing enrollment at the same school, and submitted applications before the deadline date established for the prioritization of applications.

A school may have a policy assigning lowest priority among renewal applicants to an applicant who received an award disbursement and provided fraudulent information on the application during the prior academic year. If such a student did not receive an award disbursement or repaid the disbursement during the prior academic year, the student would

not be considered a renewal applicant. Thus, the school's awarding policy could assign lowest priority to such students among all applicants.

"Continuing enrollment" means that a student has not had an interruption in enrollment at the institution in which the student is currently enrolled for more than one academic term or 60 days of the immediately preceding academic year, whichever is longer. A student may miss one academic term and summer school and not lose continuing enrollment status. Students whose postsecondary enrollment was interrupted for active military duty after December 31, 2002, shall be treated as though they were continuously enrolled.

5. Change in Student's Application Information

Per Agency program rules, the student must report any changes to data reported on the Postsecondary Child Care Grant application within 10 days of the change occurring. The student is notified of this requirement in the student certification section of the application. The child care provider is also notified in the provider certification section of the program application that any changes to information in that section must be immediately reported to the school's financial aid office.

It is left to the discretion of the financial aid administrator to determine whether any failure to report changes was an unintentional oversight or an intentional withholding of information from the school. The school must use the new information provided by the student and/or provider to re-determine eligibility, recalculate the award and, if required, collect any overpayments from prior disbursements. If the school determines the student intentionally withheld information, the school must also cancel the award for the remainder of the academic year, since the student does not meet program eligibility requirements. (See 'Denial/Termination Procedures' section in this chapter for termination requirements.) If the school determines the provider intentionally withheld information without the student's knowledge, the school must require the student to use another provider and make any necessary revisions to the student's award after verifying the new provider's information.

If the school has reason to believe the student and/or provider intentionally reported fraudulent information on the program application, the school should recalculate the award, collect any overpayments and cancel the award for the remainder of the academic year. The school should report the case of fraud to the Agency and take any necessary actions against the student and/or provider, such as student disciplinary proceedings and/or reporting the fraud to the local police or district attorney's office.

With respect to eligibility in future academic years, the program's statute requires schools to give top priority to renewal applicants who apply before the school's priority deadline. However, the school may have a policy of prioritizing renewal applications such that students previously found to engage in fraud are assigned the lowest priority among renewal applications. Further, if the fraud was discovered *prior* to the student receiving an award disbursement, or the award disbursement was repaid by the student, the student would not technically be a renewal applicant the following year and could be assigned the lowest priority in the school's award policy. (See also 'Written Award Policy' section in this chapter.)

6. Conflicting Information and Federal Verification

Prior to awarding the student, schools are responsible for resolving all conflicting information on the student's application. Institutions are required to make financial changes to the FAFSA or the student's Postsecondary Child Care Grant application if the change will have an impact on the student's award.

If a student's application is selected for federal verification by the FAFSA processor, the institution is responsible for verifying the accuracy of data provided on the student's application using procedures and tolerances established for federal Title IV financial aid programs, even if the institution does not participate in those programs. The school should obtain a copy of the federal 'Application and Verification Guide' for the current aid year at www.ifap.ed.gov for further guidance.

The Agency has created a "Conflicting Information Form" to assist you when the student has reported day care costs that cannot be supported by the reported income (Appendix 10).

D. Award Process and Calculation

1. Written Award Policy

The school must have a written Postsecondary Child Care Grant award policy with the effective date for implementation. **Prior to drafting this policy, the school should review the Minnesota Statutes governing this program and Agency rules applicable to this program to be sure that the school's policy is in accordance with these statutes and rules (see statutes and rules following procedures section of this chapter).** The policy must be signed and dated by the director of financial aid. This policy must include the following:

a. the institution's method of prioritizing Postsecondary Child Care Grant applications;
b. the deadline date for receipt of applications at the financial aid office in order to be included in the initial prioritization of Postsecondary Child Care Grant applications;
c. the deadline date to resubmit an application for continuing a Postsecondary Child Care Grant;
d. the standard method of award disbursement to the student or child care provider (i.e., by term or by month) with the reason(s) for deviation from this disbursement policy documented in a student's financial aid file;
e. the method used to create and maintain a waiting list if sufficient Postsecondary Child Care Grant monies are not available to award all eligible applicants; and
f. any other institutional policies used to determine which students receive Postsecondary Child Care Grant awards and how individual student award amounts are determined, such as retroactive awards.

The institution's method of prioritizing applications may assign the lowest priority to applicants who previously failed to report changes or provided fraudulent information on the application. (See also 'Change in Student's Application Information' in this chapter.)

The above suggestions are made to protect the institution in dealing with applicants to the Postsecondary Child Care Grant program and to provide for the equitable treatment of program applicants.

2. Period of Award

A Postsecondary Child Care Grant award must be made for the nine-month academic year. Schools are responsible for assuring that funds are available to cover eligible child care costs for each student awarded a Postsecondary Child Care Grant. The school can award for fewer terms if the student will only attend for part of the year, the student will run out of eligibility due to previous postsecondary attendance, the award is being made later in the academic year (the school can choose not to award retroactively to past terms) or the remaining funds will not cover the full year. The award for each term must be revised to reflect the student's actual child care costs and enrollment status for that term. Applications may be approved or student eligibility extended beyond the allocation amount if funds from other sources are used. If funds are available, you are encouraged to award students for the entire academic year.

In cases where the award is not finalized until later in the academic year, the school has the option of awarding (but is not required to award) retroactively for prior terms of the academic year provided the student was enrolled and incurred child care costs. (See also 'Waiting Lists/Retroactive Awards' and 'Late/Retroactive Disbursement' sections of this chapter.)

If funds are available, the student is also eligible to receive a Postsecondary Child Care Grant for the summer term beyond the amount awarded for the nine-month academic year. The award for the summer term would be calculated in the same manner as for other terms during the academic year.

A student could receive a Postsecondary Child Care Grant for the nine-month academic year and both a leading and trailing summer term provided both summer terms were crossover terms (started before and ended after July 1) and the total dollar amount awarded to the

student for all terms did not exceed 150 percent (semester school) or 133 percent (quarter school) of the annual maximum award for the student's income and household size.

3. Award Calculation

All documents relating to a student's Postsecondary Child Care Grant award, whether produced or received by the financial aid office, must be dated with the date the document is produced and/or received.

The institution is responsible for calculation of each student's Postsecondary Child Care Grant award. The calculation must be documented for each child for each term.

Although the Postsecondary Child Care Grant award may initially be calculated for the nine-month academic year based on assumed actual costs and enrollment status, the award must be revised at the onset of each term to reflect actual costs and enrollment status for that term. The student is also eligible to receive the grant for the summer term beyond the nine-month academic year. The award for the summer term would be calculated in the same manner as for other terms during the academic year.

In cases where the student is not receiving the Postsecondary Child Care Grant for the entire term, the actual costs and maximum award used to calculate the award must be prorated. (See 'Prorating Awards When Eligibility Limited to Partial Term.')

The total Postsecondary Child Care Grant awarded to the student each term is the sum of Postsecondary Child Care Grant awards for each of the student's eligible children. The term award for each eligible child is the lesser of:

- the student's actual (reported) child care costs for that child during the term, or
- the maximum annual award per eligible child on the Postsecondary Child Care Grant table divided by three (quarter) or two (semester) and adjusted for enrollment status. (See 'Adjustment to Maximum Award Table for Infant Care.')

The student's total Postsecondary Child Care Grant award may not exceed the student's financial need which is derived by subtracting the EFC and other financial aid and resources (excluding federal veterans' benefits) from the cost of attendance in accordance with packaging guidelines used for Federal Title IV campus-based programs. However, the school may add the student's total actual child care costs to the cost of attendance before computing financial need.

The minimum Child Care Grant award is $50 per semester or $33 per quarter.

For an example of a Postsecondary Child Care Grant award calculation, please refer to Appendix 4. Schools may also use the Child Care Grant award calculation spreadsheet posted on the Agency's web page to calculate awards. The spreadsheet can be downloaded from: www.ohe.state.mn.us, Financial Aid Administrator Resources, Forms for Financial Aid Administrators.

a. Actual Child Care Costs

The child care provider reports actual hourly and weekly child care costs per eligible child for the period of award on the Postsecondary Child Care Grant Application. When calculating actual child care costs for each term, the school may include child care costs for breaks during a term or for breaks between two terms for which the student will be enrolled. Child care costs incurred during a break between two terms must be split evenly between terms. For example, if a student's break is a 5-day week between two 15-week semesters, actual costs for each semester would be based on 15.5 weeks. Prior to awarding the student, the school must verify actual costs with the provider. (See 'Provider Verification' section of this chapter.)

The maximum rate payable to an eligible provider is $5.00 per hour for non-center care and $10.00 per hour for center care, for a maximum of 40 hours per week per eligible child. All day kindergarten, preschool and latch-key programs are considered an eligible child care provider if the student is charged for these services. The $10.00 maximum would apply. Providers may charge students in advance of services rendered. Child care

providers may not charge Postsecondary Child Care Grant recipients a higher rate than private pay clients are charged.

If the application or other documentation indicates that actual child care costs are being defrayed by other child care assistance funds (e.g., Basic Sliding Fee, Early Childhood Scholarship, Transition Year, spouse receiving Postsecondary Child Care Grant, employer-subsidized child care assistance, other parent receiving a discounted rate, child care scholarship or any other assistance program, etc.), those funds must be subtracted when determining actual costs for the Postsecondary Child Care Grant award. An example of an award calculation for a student receiving funds from both the Basic Sliding Fee and Postsecondary Child Care Grant programs is provided in Appendix 4a.

The school must also decrease actual costs by the amount of any court-ordered (e.g., divorce settlement) child care assistance paid to the provider by the other parent if it is not considered child support already included in the student's AGI or untaxed income on the FAFSA.

b. Maximum Award Table

The table in Appendix 3 shows the maximum Postsecondary Child Care Grant available for the nine-month standard academic year per eligible child. The amount shown for the student's income and family size is divided by two (semester) or three (quarter) to determine the maximum term award per eligible child for a full-time student. The maximum term award must be pro-rated on a per credit basis for students taking fewer than 15 credits (e.g., term award is multiplied by 13/15 for a student enrolled for 13 credits).

If the student is enrolled for the summer term, the student may receive one additional term award above and beyond the maximum annual award shown on the chart for the student's total income and household size. For example, if the maximum annual award for the student's income and household size were $2,800, the student could receive up to

$1,400 for fall semester, $1,400 for spring semester and an additional $1,400 for summer semester.

A student could receive a Postsecondary Child Care Grant for the nine-month academic year and both a leading and trailing summer term provided both summer terms were crossover terms (started before and ended after July 1) and the total dollar amount awarded to the student for all terms did not exceed 150 percent (semester school) or 133 percent (quarter school) of the annual maximum award for the student's income and household size.

(1) Student's Total Income and Household Size

The school must verify that the total income and household size used to calculate the Postsecondary Child Care Grant award are those defined in Federal Methodology and used to determine eligibility for other financial aid programs. Schools must have written documentation in the student's file to support the accuracy of the family size and total income reported on the Postsecondary Child Care Grant application (e.g., SAR or ISIR showing total FISAP income, income tax statements, verification worksheet, etc.).

Total Income:	
Total Taxable Income from 2016-2017 FAFSA	(adjusted gross income if tax filer, #36 if independent or #85 if dependent; total wages if non-filer, #39 and #40 if independent or #88 and #89 if dependent)
+ **Total Untaxed Income from 2016-2017 FAFSA**	(untaxed income, #45 a-j if independent or #94 a-i if dependent)
- Income Exclusions from 2016-2017 FAFSA	(additional financial information, #44 a-f if independent or #93 a-f if dependent)
= **Total Family Income**	

The school is required to rely on federal aid regulations regarding the correction or updating of household size, total income or marital status. The school is also

required to perform federal verification if the student's FAFSA is selected for verification, even if the school does not participate in federal student financial aid programs. The financial aid administrator may use "professional judgment" to alter the data elements used in Federal Methodology but must document the reason(s) the adjustment(s) was made. (See definition of "professional judgment" in the 'Common Definitions' chapter of this manual.) Such professional judgment adjustments must apply to all financial aid programs from which the student is receiving an award and not be solely limited to the Postsecondary Child Care Grant program.

In the case of a dependent student, the parents' total income and household size must be those used to calculate eligibility for other financial aid programs.

(2) Adjustment to Maximum Award Table for Infant Care

The amount shown on the maximum award table for a particular student's income and household size may be increased by 10 percent to compensate for higher infant care costs charged to the student. The institution is granted permission by the Agency to make the adjustment if the institution requests this authority on its annual Institutional Request for Participation form (Appendix 1). The student must document that his/her child care provider charges a higher rate for infant care than is charged for children in other age classifications by having the provider complete the Request for Infant Care Adjustment form (Appendix 9). The term "infant" is defined by the provider up to a maximum age of 18 months.

Once the financial aid office receives the completed Request for Infant Care Adjustment form documenting that the student pays a higher cost for infant care, the amount shown on the maximum award table may be increased by 10 percent. The Postsecondary Child Care Grant award would then be calculated and would be the lesser of the adjusted maximum award, actual costs or financial need. While the student's initial Postsecondary Child Care Grant might be calculated on an annual full-time basis, the award must be recalculated each term to reflect the student's

enrollment status or a change in infant status for the student's child if the initial annual award was based on the amount on the maximum award table. (See example.)

Example:

The amount on the maximum annual award table for Mary Smith's household size and total income level is $2,800 ($1,400 for a semester).

Mary Smith has an infant child and has documented higher infant care costs by completing the Request for Infant Care Adjustment form. The financial aid office may then increase the amount on the maximum annual award table by 10 percent, for a result of $3,080 ($1,540 for a semester). The adjusted term amount of $1,540 is then compared to actual costs for the term ($3,700 for this example) and financial need ($5,000 for this example) and is chosen as the term award amount because it is the lesser of the three.

Mary Smith is enrolled for 15 credits first semester and her child is classified as an infant by the provider at the onset of the semester, so her first semester award would be $1,540. Mary then dropped to 12 credits for second semester and her child was no longer classified as an infant at the onset of that semester, so her award would then be $1,120, which is derived by multiplying the maximum term award amount of $1,400 (no 10 percent adjustment) by 80 percent (12/15).

If the child care provider is providing day care for only the student's infant, the 10 percent adjustment to the amount on the maximum award table would not be made because there is no means of documenting the provider charges higher costs for infant care because the provider does not care for children in other age classifications. The student could appeal this decision to the financial aid administrator who could then make a 10 percent adjustment to the amount on the maximum award table if the provider's infant care rate is above the average market rate for infant care in the provider's county, as per provider cost data collected by the Department of Human Services. This provider cost table will be provided by the Agency to schools at the beginning of each aid year.

c. Financial Need Minus Other Financial Aid and Resources

The student's Postsecondary Child Care Grant cannot exceed the student's financial need (Title IV cost of attendance minus Expected Family Contribution minus other

financial aid and resources) as defined for the Federal Title IV campus-based programs. Federal veterans' benefits are no longer considered resources that must be subtracted when determining financial need. The school may add the student's actual child care costs (as defined in this section) to the cost of attendance. The school may also use professional judgment as described in the 'Common Definitions' chapter of this manual to adjust the cost of attendance or any of the data elements used in the Federal Methodology need analysis formula. Such adjustments must apply to all financial aid programs and not be solely limited to the Postsecondary Child Care Grant program. Additional packaging instructions can be found in the Packaging Aid chapter of the *Federal Student Aid Handbook*.

4. Notification of Postsecondary Child Care Grant Award

Each institution must maintain a copy of each student's Postsecondary Child Care Grant award or denial letter. The school may substitute electronic records as long as they will be available to auditors.

The school must give each student receiving a Postsecondary Child Care Grant award written notification of the annual award amount including the names of the children covered by the award. This award notice should be used by the student as proof of an award. If the provider wants information about the student's award, the student can make a copy of the award notification.

5. Waiting List/Retroactive Awards

If schools do not have adequate Postsecondary Child Care Grant funds to award all eligible students, students should be placed on a waiting list.

Schools should encourage eligible students to apply even if no funds are currently available for Postsecondary Child Care Grant awards. Such data from waiting lists will establish a data base for the Agency to use in formulating future appropriation requests.

If additional funds become available, a student should be awarded for the current and future terms of the academic year or be awarded a Postsecondary Child Care Grant retroactive to the beginning of the current academic year. A student may receive a retroactive award even if the student was not on the waiting list or did not previously submit an application. Priority should go to next student in line and, if funds are available, you are encouraged to award the student for the entire academic year.

6. Award Adjustments/Overpayments

The amount of the student's Postsecondary Child Care Grant may change due to changes in or corrections to the student's household size, total income, actual child care costs, MFIP status, enrollment status, provider information or other factors affecting the award.

If the student or provider provide information to the school which would increase the student's Postsecondary Child Care Grant award after the initial award has been disbursed, the award should be increased only if funds are available. The new award calculation must be documented in the student's file.

Changes may sometimes result in a reduction of the student's Postsecondary Child Care Grant award. If the revised award is less than what has been disbursed to the student for the term in question, the school must either collect the overpayment from the student or reduce the student's award for subsequent terms to compensate for the overpayment.

If the award reduction is based on the EFC, financial aid and resources exceeding the cost of attendance based on receipt of additional financial aid or resources after the award was disbursed, the Federal Title IV campus-based overaward threshold applies. The overaward threshold is only intended for unintentional overawards.

Changes to the student's enrollment status may result in a revision of the student's Postsecondary Child Care Grant if the student's award was based on the maximum award chart. This is because the amount derived from the maximum award chart is based on the student's enrollment level. If a student withdraws from a course after attending classes, the

school must return the lesser of the following to the Postsecondary Child Care Grant program:

1. the difference between the original and revised Child Care Grant, or
2. a proportion of any refund of institutional charges. (See 'Withdrawal or Reduced Enrollment Status' under the 'Refund Process' section of this chapter.)

If a student drops/withdraws credits without ever having attended the class(es), the award must be recalculated to the lesser of the student's actual child care costs or the award on the maximum award chart for the student's revised enrollment level. (See also 'Withdrawal or Reduced Enrollment Status' in this chapter.)

If you use a census/award adjustment date for the State Grant program and the student later withdraws from a class or classes, you would not be required to adjust the Child Care Grant award.

If a student adds credits after disbursement, the school should recalculate and increase the student's Postsecondary Child Care Grant award if funds are available.

a. School Liability for Overpayments

If the school cannot collect a Postsecondary Child Care Grant overpayment from the student, the school is liable for repaying the overpayment from its own funds if the school disbursed funds to the student prior to provider verification or any required federal verification taking place. The school is also liable for the overpayment if it had documentation that the student was not eligible at the time of disbursement or had conflicting information that was not resolved prior to disbursement.

The school is not liable for overpayments resulting from award calculations or cancellations taking place *after* federal verification, provider verification or resolution of conflicting information has been performed. If the school cannot collect the overpayment from the student after **diligent billing attempts**, the school may turn the

overpayment over to the Agency at the end of the year as an account receivable, along with all supporting documentation.

7. Summer/Non-Standard Term Awards

As stated in the 'Award Calculation' section, a student may receive a Postsecondary Child Care Grant for a summer term. The award for the summer term is calculated in the same manner as the award for other terms.

In calculating a Postsecondary Child Care Grant for a summer term, schools must rely on the guidelines provided under 'Awards for Summer/Non-Standard Terms' section in the 'State Grant' chapter of this manual. That section will also provide guidelines for defining the term and determining the fiscal year from which the funds should originate.

A student could receive a Postsecondary Child Care Grant for the nine-month academic year and both a leading and trailing summer term provided both summer terms were crossover terms (started before and ended after July 1) and the total dollar amount awarded to the student for all terms did not exceed 150 percent (semester school) or 133 percent (quarter school) of the annual maximum award for the student's income and household size.

If a term is shorter than 10 weeks (quarter) or 15 weeks (semester), it is considered a non-standard term. However, the award for the non-standard term is calculated in the same manner as the award for standard terms. Although the actual child care costs may be less for a shorter time period, the amount on the maximum award chart is <u>not</u> adjusted.

8. Prorating Awards When Eligibility Limited to Partial Term

If a student is receiving MFIP benefits for a portion of a term, the student may receive a prorated Postsecondary Child Care Grant for the portion of the term the student was not receiving MFIP benefits. This also applies to any other cases where the student eligibility is limited to a portion of the term (e.g., Basic Sliding Fee assistance covered full costs for a portion of the term). The award amount for the term would be the lesser of the following:

- the actual child care costs for the weeks during the term that the student is eligible; or

- the term award derived from the maximum award chart prorated by the number of weeks the student is eligible during the term divided by the number of weeks in the term.

Example:

Mary Jones is enrolled for 12 credits during fall quarter 2016. Fall quarter is 10 weeks long. She was dropped from the MFIP program five weeks into the term. Therefore, she can receive a child care grant for the remaining five weeks of the term.

Mary's actual child care costs must be determined for the five weeks she is not on MFIP. For this example, we will estimate her actual costs to be $500 for five weeks for one child**.**

Mary's income is low enough to qualify for the maximum annual Postsecondary Child Care Grant of $2,800. The maximum amount for one quarter would be $933, which is then reduced to $746 (pro-rated by 80 percent) because Mary is only enrolled for 12 credits. Before comparing this amount to actual costs, it must first be prorated by 50 percent (five weeks without MFIP divided by 10 weeks in the term) for a result of $373.

Mary would be awarded a $373 Postsecondary Child Care Grant for the remaining five weeks of fall term, since the prorated award from the maximum award chart is less than actual child care costs.

9. Child Care Grant Awards Affected By Subsequent MFIP Payments

If a student receives a Postsecondary Child Care Grant disbursement for a term and subsequently becomes eligible for MFIP benefits during the same term, the school should cancel the student's award for the remainder of the academic year or until such time as the student notifies the school she/he no longer qualifies for MFIP benefits. The school should then recalculate the student's Postsecondary Child Care Grant award for the term according to the method described under the 'Prorating Awards When Eligibility Limited to Partial Term' section of this chapter. The school should also inform the county human services agency that the student received a Postsecondary Child Care Grant award during the term (the student gives the school permission to share information with the county by signing the student certification section of the application).

If the award recalculation results in an overpayment, the school must collect the overpayment from the student. If the student reported the MFIP eligibility to the school

within the required 10-day reporting period for the Postsecondary Child Care Grant program, the student's eligibility and priority are retained for subsequent terms of the academic year should the student lose eligibility for MFIP benefits. If the student did not report the MFIP eligibility to the school within the 10-day reporting period, the policies described under 'Change in Student's Application Information,' 'Prioritizing Applications/Renewal Applicants,' and 'Denial/Termination Procedures' would apply.

E. Disbursement Process

1. Payment to Student or Provider

The school is allowed to disburse the Postsecondary Child Care Grant to the student or directly to the provider.

2. When Funds May Be Disbursed

A student's total Postsecondary Child Care Grant award is to be disbursed by academic term unless the school chooses to disburse more frequently. An institution may not make a payment to a student or provider for a payment period or period of enrollment, as applicable, until the student is enrolled for classes for that period.

The institution must return to the Postsecondary Child Care Grant program any funds paid to a student or to a provider for the student who, before the first day of classes:

- officially or unofficially withdraws, or
- is expelled.

The institution is liable for all Postsecondary Child Care Grant funds that are disbursed to an enrolled student or a provider prior to the start of class if that student fails to begin the enrollment period. The institution will have to reimburse program funds disbursed to an enrolled student prior to the start of class if the institution cannot document that the student did begin attending classes.

If an institution makes a Postsecondary Child Care Grant payment to a student or provider prior to the beginning of the state fiscal year from which it is awarded, the payment must be

cancelled or adjusted based on changes in enrollment, eligibility requirements or the award calculation formula that take place prior to receipt of Postsecondary Child Care Grant funds by the institution.

Documentation must exist regarding the date of disbursement of the Postsecondary Child Care Grant payment. The disbursement date is the date that the Agency requires the institution to determine the student's enrollment level prior to determining the amount of Postsecondary Child Care Grant funds to be disbursed to the student. State and/or the institution's independent public auditors will use the disbursement date to verify the enrollment level of program participants.

The disbursement date of all Postsecondary Child Care Grant funds disbursed for a student prior to the start of the enrollment period will be the first day of required class attendance.

The disbursement date of all Postsecondary Child Care Grant funds disbursed to a student after the start of the enrollment period will be:

- for grant funds paid to a student/provider account, the date the funds are disbursed to the student's account or applied to tuition charges;
- for grant funds that are mailed to the student/provider or transferred by EFT, the date of the check or EFT transaction, unless the institution elects to use the previous day as the disbursement date for all students paid using this method; or
- for grant funds that are disbursed directly to the student/provider, the date the student/provider picks up the check.

3. Method of Disbursement

Each school may disburse funds to students using one or a combination of the following methods. The institution may disburse Postsecondary Child Care Grant funds:

- by institutional check directly to the student or provider,
- by an institutional check that is mailed to the student or provider,

- to the student's account, or
- to the student or provider by Electronic Funds Transfer (EFT).

Whichever methods of disbursement are used, the school must document the date of disbursement and the amount of Postsecondary Child Care Grant funds disbursed to the student or provider. The Agency holds schools liable for improperly disbursed checks.

If the school disburses the Postsecondary Child Care Grant payment directly to the student or provider, the student or provider must be paid by check. When disbursing a check to the student or provider, the institutional representative should request proper identification—preferably a picture I.D. Once the check has been signed and cashed, the Agency will not refund or replace it.

The institution may exercise the option of mailing the checks to the student or provider. The institution must maintain a record that documents for each student included in each transaction, the:

- student's or provider's name,
- amount and types of charges paid by the transaction,
- source and amount of state and other financial aid funds included in the payment to the student,
- number of the institutional check, and
- the date that the check was mailed to the student or provider if different from the date of the check.

If the institution credits Postsecondary Child Care Grant funds to the student's account, the institution must document the:

- student's name,
- amount and type of charges paid by each transaction in the student's account, and
- source and amount of Postsecondary Child Care Grant and other financial aid funds disbursed to the student's account.

If the institution chooses to disburse Postsecondary Child Care Grant funds to the student by initiating an EFT to the bank account designated by the student, the institution must obtain authorization from the student to disburse by that method.

Each Postsecondary Child Care Grant award must be based on the student's enrollment level as of the date the funds are electronically transferred to the student. The following standards apply to EFTs:

- The date of the EFT transaction must be documented and this will be considered the date of disbursement, unless the institution elects to take the following option.
- At the institution's option, the date of disbursement may be one business day prior to the date of the EFT transaction.

For each EFT transaction, the institution must maintain a dated record that documents for each student included in the transaction, the:

- student's name,
- amount of charges paid by the transaction,
- source and amount of state and other financial aid funds included in the EFT,
- the amount of EFT,
- student's bank account number, and
- name of the bank into which the funds were deposited.

The institution is liable for all funds that are lost. The institution will have to reimburse either the student, the Agency or both for any lost state financial aid funds.

4. Late/Retroactive Disbursement

A school may make a late or retroactive Postsecondary Child Care Grant payment to a student or provider if the student did not withdraw from school or drop below six credits for the term in question before the school disburses the payment. A late payment occurs after the term has started and must be based on the student's enrollment status for that term as of the date of disbursement. Courses from which the student withdrew before disbursement

shall not be counted as credits earned. Courses with grades of W, FN or FW may not be included when determining enrollment level.

A retroactive payment can be processed for a term within the same aid year from which funds are drawn. A retroactive payment may be made even if the student is not currently enrolled in a subsequent term provided the student currently meets all of the other program eligibility requirements. A retroactive payment is made after the term has been completed and must be based on the student's enrollment status as of the end of that term.

A non-passing grade shall be counted as if credits were earned. In cases where a student earns non-passing grades for every class taken during a term and the Title IV federal financial aid guidelines require the school to verify the student actually attended classes, the results of the verification shall also apply to the Postsecondary Child Care Grant program. That is, if the school determines the student did not attend classes or unofficially withdrew during the term, the school must also calculate a refund or recalculate the award for the Postsecondary Child Care Grant program. Courses from which the student withdrew shall not be counted as credits earned.

5. Adjusting Payments for Leave of Absence

Students who plan to leave school for a limited period of time **must** be granted a leave of absence (as defined in the 'Common Definitions' chapter of this manual) in order to continue receiving Postsecondary Child Care Grant funds upon returning to school. Postsecondary Child Care Grant funds **must not** be disbursed while the student is on a leave of absence unless they are for a previous term or payment period that has already been completed.

If a student does not return from an approved leave of absence, the student will be considered to have withdrawn on the last day of actual attendance and the applicable refund requirements apply.

If a student stops attending classes without receiving a leave of absence, the school may cancel the remainder of that student's Postsecondary Child Care Grant award and use the funds for another eligible student. (See 'Procedures for Denial, Termination or Appeal' in this chapter.) The school is not required to wait for an entire academic term or payment period to expire before awarding these funds to another student.

6. Student Account Balances

Unless otherwise authorized by the student, whenever an institution applies state financial aid disbursements to a student's account and determines that the amount of those disbursements exceeds or exceeded the amount of allowable charges the institution assessed the student, the institution must pay that balance directly to the student as soon as possible, but within 14 days of the later of:

- the date that balance occurs,
- the first day of classes of a payment period or period of enrollment, as applicable, or
- the date the student rescinds his or her authorization.

This also applies to cases where the institution posts Postsecondary Child Care Grant disbursements to the student's account prior to receipt of Postsecondary Child Care Grant funds from the Agency.

If a school receives authorization to hold excess funds, the school must identify the student or parent and the amount of funds the school holds for the student or parent in a subsidiary ledger account designated for that purpose. The school also must maintain, at all times, cash in its bank account at least equal to the amount the school holds for students.

Because state financial aid funds are awarded to students to pay current year charges, notwithstanding any authorization obtained by a school from a student or parent, the school must pay:

- any remaining balance on state loan funds by the end of the loan period, and

- any other remaining balance on state financial aid program funds by the end of the last payment period in the award year for which they were awarded.

If an institution attempts to disburse funds by check or EFT transaction to the student or provider and the check is returned to the institution or the EFT transaction is rejected, the institution may make additional attempts to disburse the funds to the student or provider, provided those attempts take place within 45 days after the funds were returned or rejected. If no additional attempts to disburse funds are made, the funds must be returned to the program within that 45-day period. If an institution attempts to disburse funds by check to the student or provider and the check is not cashed, the institution must return funds to the program within 240 days of the check being issued.

If a school cannot locate a student to whom a state financial aid credit balance must be paid, the school must return the credit balance to the appropriate program at the Agency. The Agency does not specify how a school should determine which financial aid funds created the credit balance. However, when possible, the Agency encourages schools to return state financial aid fund balances to the SELF loan program first to reduce the likelihood of default.

The school is permitted to retain any interest earned on the student's credit balance funds.

7. Student Authorization

An institution must obtain from a student written authorization allowing the institution to disburse Child Care Grant funds by initiating an EFT, as provided for in these procedures, or to hold excess student funds in the student's institutional account.

In obtaining authorization for any of these activities, an institution may not require the student to provide that authorization and must allow the student to rescind that authorization at any time.

The authorization granted to an institution is valid for the award year or the period of enrollment in which the institution obtains that authorization. The initial authorization will continue to be valid provided that the institution notifies the student of the provisions regarding the student's current authorization prior to conducting any of the activities that require authorization for any subsequent award year. The institution's notice to the student must, in a plain and conspicuous manner, explain those provisions, including an explanation regarding any interest that the institution earns on the student's funds and whether the institution will provide that interest to the student. The notice must also provide the student with the opportunity to cancel or modify those provisions.

F. Refund Process

1. Withdrawal or Reduced Enrollment Status

If a student totally withdraws from school without having attended classes, the entire Child Care Grant for the term must be refunded to the program. This also applies to cases where the student's withdrawal date is back-dated to the first day of the term. If a student withdraws from school after attending classes, the school should use the Agency's Refund Calculation Worksheet (Appendix 13 of 'State Grant' chapter) to determine the amount of any refund due the Postsecondary Child Care Grant program. The school may also use the Agency's refund calculation spreadsheet posted on its web page.

If a student drops/withdraws from credits without having attended the class(es), the Child Care Grant award must be recalculated to the lesser of the student's actual child care costs for the term or the award amount on the maximum award chart for the student's revised enrollment level.

If a student withdraws or drops credits after attending the class(es), the school must return the lesser of the following to the Postsecondary Child Care Grant program:

a. the difference between the original and revised Child Care Grant; or
b. a proportional amount of any refund of institutional charges (use the Refund Calculation Worksheet in Appendix 13 of 'State Grant' chapter to determine this amount).

If you use a census/award adjustment date for the State Grant program and the student later withdraws from a class or classes, you would not be required to adjust the Child Care Grant award.

Example:

The student's actual child care costs for a semester are $1,800. The student is taking 15 credits. The amount on the maximum award chart for the student's income and household size is $2,800 per year, or $1,400 per semester for full-time enrollment. The student's Child Care Grant is the lesser of the two, or $1,400. The student then withdraws from a three-credit class.

If the student never attended the class, the student's award would be revised to $1,120, which is the lesser of the student's actual child care costs ($1,800) and the award from the maximum award chart prorated for 12 credits ($1,400 x 12/15ths = $1,120). The difference between the $1,400 and $1,120 awards would be refunded to the program.

If the student withdrew after attending the class, the refund due the program would be the lesser of the difference between the original and revised award (in this case $280) or a proportional amount of any refund of institutional charges would be refunded to the program. If the school's refund of charges were $150, and the student received a $1,500 State Grant (51.7% of non-Title IV aid package) and a $1,400 Child Care Grant (48.3%), 48.3% of the refund, or $72, would be distributed to the Child Care Grant program. Because $72 is less than the difference between the original and revised award ($280), only $72 would be refunded to the Child Care Grant program.

G. Procedures for Denial, Termination or Appeal

1. Denial/Termination Procedures

The school must terminate a student's Postsecondary Child Care Grant award if the student ceases to meet the program eligibility requirements. The institution must allow the student to meet with the financial aid administrator to discuss the termination and to provide documentation as to why the termination should not occur.

A school must perform the following procedures listed in items a. to d. when denying or terminating a Postsecondary Child Care Grant award, except in cases where the denial is due to lack of program funds.

a. The school shall notify a student, in writing, of denial or termination of a Postsecondary Child Care Grant award. The notice must state the reason(s) the assistance is being

denied or terminated. The notice shall inform the student of the right to contest the adverse action and procedure for doing so.

b. Valid reasons for cancellation or denial of Postsecondary Child Care Grant funds include, but are not limited to: failure of the recipient to provide required information or documentation, failure to report status changes, misrepresentation of child care costs, failure to meet any of the program eligibility requirements, and extended absences without an approved leave of absence.

c. Postsecondary Child Care Grant payments shall be terminated pending the results of the appeal process described in Section G2. If the appeal results in the continuation of Postsecondary Child Care Grant payments to the student, payments shall be made retroactively to the extent allocated funds are available.

d. If the Postsecondary Child Care Grant award is made by vendor payment, the school shall inform the child care provider of the notice of termination pending the results of the appeal process.

2. Appeal Procedures

An applicant or recipient of a Postsecondary Child Care Grant award adversely affected by a school's action may file a written request for an appeal.

Students must follow the normal appeal process established by the school to handle complaints about financial aid program decisions. If the student is not satisfied with the result of the appeal, the student may ask the school to forward the results to the commissioner of the Minnesota Office of Higher Education for review. The commissioner shall review the decision and accompanying documentation and shall make a decision according to Minnesota Statutes, Section 136A.125, and agency rules 4830.7000 to 4830.7900. The student and school shall be advised in writing of the commissioner's decision. The commissioner's decision is final.

H. Allocation of Postsecondary Child Care Grant Funds

1. Initial Allocation

Child Care Grant funds appropriated to the Agency by the state legislature are allocated to each participating postsecondary institution based upon the lesser of the institution's request or the result of the following formula:

Initial Allocation

The Institution's Share / Sum of Participating Institutions' Shares	X	Postsecondary Child Care Grant Legislative Appropriation for Fiscal Year	X	Prior Year Utilization Rate

"Institution's share" is the number of students enrolled at the institution during the prior academic year who reported children on the Free Application for Federal Student Aid (FAFSA).

The Agency distributes 50 percent of the school's initial allocation in August and the remaining 50 percent in December. Schools with a leading summer term may contact the Agency to receive their August installment in July. In November, schools will be able to adjust their scheduled December disbursement amount. If the scheduled December disbursement exceeds the school's need for funds, they can reduce the scheduled December disbursement. If schools reduce the scheduled December disbursement, those funds will be reallocated to schools that need additional funding.

2. Utilization Rate

An institution's utilization rate is derived by dividing the institution's total expenditures by the total funds available. Total expenditures and funds available are calculated as follows:

Utilization Rate

Total Student Postsecondary Child Care Grant Awards for Current Fiscal Year
\+ Administrative Expense Allowance for Current Fiscal Year
= **Total Expenditures**

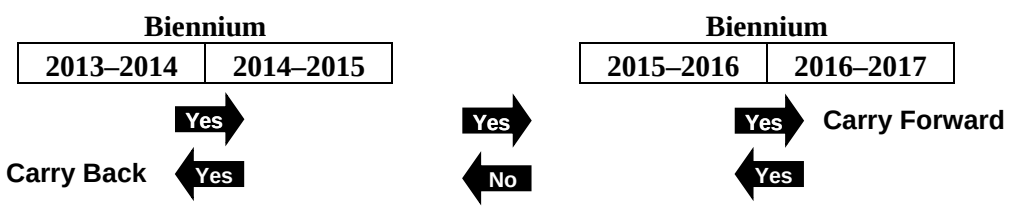
Current Year Initial Allocation (funds disbursed in July, August and December)
\+ Current Year Reallocated Funds
\+ Funds Carried Forward from Previous Fiscal Year
\+ Funds Carried Back from Next Fiscal Year*
− Funds Carried Forward to Next Fiscal Year
− Funds Carried Back to Previous Fiscal Year*
− Current Year Refunds Returned to the Agency Before March 1
Total Funds Available

*In certain years, carry back is not allowed. See 'Carry Forward, Carry Back' section.

$$\frac{\textbf{Total Expenditures}}{\textbf{Total Funds Available}} = \textbf{Utilization Rate}$$

3. Carry Forward, Carry Back

An institution is allowed to carry forward to the next fiscal year or carry back to the previous fiscal year up to 10 percent of the current year's initial allocation (i.e., July, August and December allocation disbursements). Schools may NOT carry back funds from the first year of the biennium to the last year of the previous biennium but can always carry forward funds across bienniums. Schools may always carry forward and back between the two fiscal years within a biennium. Funds carried forward or back to another fiscal year will not adversely impact the current fiscal year's utilization rate. However, they will be considered funds available in the other fiscal year and impact the utilization rate for that year.



4. Reallocation Process

The institution may request additional funds if the initial allocation does not cover its anticipated need for the current fiscal year. In November, schools will be able to adjust their scheduled December disbursement amount if it exceeds their need for funds. If schools reduce the scheduled December disbursement, those funds will be reallocated to schools who need additional funding. Additionally, reallocation/refund notifications are emailed to schools in January, March, May and June each fiscal year.

An institution's reallocation amount is calculated as follows:

Reallocation Formula

$$\frac{\text{The Institution's Share}}{\text{Sum of Shares of Institutions Requesting Additional Funds}} \times \text{Amount of Postsecondary Child Care Grant Funds Available}$$

The minimum reallocation amount that the Agency will send to institutions is $100. If the calculated reallocation amount is less than $100, the school will not receive a reallocation. The monies will be redistributed among schools with a calculated reallocation amount of $100 or more.

I. Management of Funds

1. Accountability for Funds

Each participating school is accountable for all Postsecondary Child Care Grant funds disbursed to students or providers. Funds may be used only during the fiscal year of allocation with the exception of any amount carried forward or back from a contiguous fiscal year. The school must implement procedures and controls to ensure proper accountability. The school may subcontract for the administration of the program, but this does not relieve the school's responsibility for proper administration.

When Postsecondary Child Care Grant funds are received from the Agency, the school may either deposit the funds in a separate account or combine the funds with other institutional

funds. **A separate account is preferable.** If combined with other institutional funds, a fund source number must be traceable to all activity within the account.

A manual or computerized record of Postsecondary Child Care Grant recipients and corresponding check and account numbers must be maintained in order to track disbursements back through the activity account to the internal requisition form. If disbursed directly, all checks should be signed by more than one responsible party at the institution other than the person who initiates payment transmittal.

Each school must institute control procedures, such as the establishment of new account numbers at the beginning of a new fiscal year, to ensure that funds from one fiscal year are not carried over to the next fiscal year and that a deficit is not covered by funds from a following fiscal year, with the exception of the allowable 10 percent carry forward/back from a contiguous fiscal year. (See 'Carry Forward, Carry Back' section of this chapter.)

2. Administrative Expense Allowance

Schools may use a portion of their Postsecondary Child Care Grant allocation/reallocation(s) funds to offset the expense of administering the program. The administrative expense allowance is currently five percent of the total funds expended for Postsecondary Child Care Grant awards at that school within a given fiscal year. It is recommended that schools set aside an estimated administrative expense allowance based on last year's expenditures so that the entire allocation for the current fiscal year is not disbursed to students.

For state audit purposes, institutions must be able to verify that administrative allowance monies were used for the administration of the Postsecondary Child Care Grant program.

3. Excess Funds

Excess funds are those funds that will not be expended on student awards, the administrative expense allowance, or carried forward/back to a contiguous fiscal year.

The business office must keep the financial aid office regularly informed (monthly reports are recommended) of the balance in the account so the financial aid administrator can determine whether Postsecondary Child Care Grant spending is expected to exceed or fall short of the amount of funds allocated to the institution. The Agency will periodically request information regarding the use of funds during the fiscal year. Excess funds shall be returned to the Agency within 30 days of the refund/reallocation request. Returned funds will be used to reallocate funds to other eligible institutions. Any excess funds returned to the Agency after March 1 will have an adverse impact on the institution's utilization rate. (See 'Utilization Rate' section in this chapter.)

At the end of the fiscal year, excess funds must be returned to the Agency no later than July 31.

4. State Reports and Data Collection

Schools participating in the Postsecondary Child Care Grant program must correctly complete and submit the following forms and reports by the applicable deadline dates:

- Institutional Request for Participation,
- Reallocation/Refund Request,
- End of Year Report and Supplements, and
- Monthly Spending (reported on-line).

Each school must maintain accurate and current records for every participating student. In order to evaluate the effectiveness of the program in meeting the financial needs of Postsecondary Child Care Grant recipients, the school must collect demographic, educational and financial data specified by the Agency from eligible students requesting Postsecondary Child Care Grant funds.

Upon request, the school must also report information about students who received awards, students who are on the waiting list, and students who were denied awards, including the institution's methods of prioritizing applicants if insufficient funds are available.

End of Year Reports and applicable supplements are to be completed correctly and submitted to the Agency no later than the first working day after August 9. An institution's allocation for the next aid year shall be withheld if the deadline date is not met or if the report is incomplete or incorrectly completed and must be returned to the school for correction and re-submission to the Agency.

J. State Audit Requirements

1. Records Available for Auditors

State auditors will periodically visit each participating school to perform an audit.

The school also has the option of hiring an outside auditing firm to conduct its state audits in conjunction with its audits of federal aid programs. (See 'Audits' under 'Common Definitions' chapter for further information.)

Each participating school must establish a procedure by which an audit can be conducted by going to no more than three administrative offices within the school. In most cases, these will be the financial aid office, the business office and the registrar's office, but that choice is made by the school.

Each institution must maintain and make available to auditors individual student financial aid files for Postsecondary Child Care Grant recipients and a Postsecondary Child Care Grant fiscal year file.

Historical records and documentation must be kept on file for three years after the last day of the fiscal year or until all audit exceptions for the period are resolved.

2. Student Program Eligibility Documentation

The school must have written documentation that verifies the student meets all of the requirements listed under the 'Student Eligibility' section of this chapter.

3. Program Documentation

The school must have written documentation to show:

- an auditable trail from the application, through the account, to the disbursement of Postsecondary Child Care Grant funds to the student or child care provider;
- the calculation of applicable refund amounts for students who withdraw or reduce enrollment status;
- that funds were used in the fiscal year in which they were allocated, with the exception of carry forward/back from a contiguous fiscal year;
- each student's award calculation, including supporting income documentation and any recalculations;
- documentation of the required provider verification and/or federal verification;
- copy of the Postsecondary Child Care Grant Program End of Year Report and applicable supplements (in either paper or electronic version); and
- definition of "satisfactory academic progress" based on federal aid program regulations and Minnesota Statutes 136A.101, Subd. 10.

4. Filing and Date Stamping Requirements

All student applications must be dated with the date of receipt in the financial aid office.

Each institution must maintain a copy of each student's Postsecondary Child Care Grant application in the student's financial aid file. Each institution must also maintain a copy of each student's Postsecondary Child Care Grant denial or award letter in the student's financial aid file. An institution may maintain electronic records instead of paper copies if such records will be available to auditors.

All financial changes reported to the school must be dated with the date of receipt by the financial aid office. All documents relating to a student's Postsecondary Child Care Grant award, whether produced or received by the financial aid office, must be dated with the date the document is produced and/or received.

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Minnesota Statutes Governing Postsecondary Child Care Grant Program

125A.02 CHILD WITH A DISABILITY DEFINED.

Subdivision 1. **Child with a disability. "**Child with a disability" means a child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the commissioner. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability.

Subd. 1a. **Children ages three through seven experiencing developmental delays.** In addition, every child under age three, and at local district discretion from age three to age seven, who needs special instruction and services, as determined by the rules of the commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability.

Subd. 2. **Not a child with a disability.** A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the commissioner, is not a child with a disability.

History: Ex1959 c 71 art 1 s 3; 1969 c 981 s 1; 1975 c 432 s 7; 1981 c 358 art 3 s 1; 1Sp1985 c 12 art 3 s 1; 1987 c 398 art 3 s 1; 1991 c 265 art 3 s 38; 1998 c 397 art 2 s 164; 1998 c 398 art 2 s 1; art 5 s 55; 2005 c 56 s 1; 2006 c 263 art 2 s 18; 2008 c 326 art 1 s 1; 2009 c 96 art 3 s 5; 1Sp2011 c 11 art 3 s 1

136A.125 CHILD CARE GRANTS.

Subdivision 1. **Establishment.** A child care grant program is established under the supervision of the office. The program makes money available to eligible students to reduce the costs of child care while attending an eligible postsecondary institution. The office shall develop policies and adopt rules as necessary to implement and administer the program.

Subd. 2. **Eligible students.**

(a) An applicant is eligible for a child care grant if the applicant:

(1) is a resident of the state of Minnesota or the applicant's spouse is a resident of the state of Minnesota;

(2) has a child 12 years of age or younger, or 14 years of age or younger who is disabled as defined in section 125A.02, and who is receiving or will receive care on a regular basis from a licensed or legal, nonlicensed caregiver;

(3) is income eligible as determined by the office's policies and rules, but is not a recipient of assistance from the Minnesota family investment program;

(4) either has not earned a baccalaureate degree and has been enrolled full time less than eight semesters or the equivalent, or has earned a baccalaureate degree and has been enrolled full time less than eight semesters or the equivalent in a graduate or professional degree program;

(5) is pursuing a nonsectarian program or course of study that applies to an undergraduate, graduate, or professional degree, diploma, or certificate;

(6) is enrolled in at least six credits in an undergraduate program or one credit in a graduate or professional program in an eligible institution; and

(7) is in good academic standing and making satisfactory academic progress.

(b) A student who withdraws from enrollment for active military service after December 31, 2002, because the student was ordered to active military service as defined in section 190.05, subdivision 5b or 5c, or for a major illness, while under the care of a medical professional, that substantially limits the student's ability to complete the term is entitled to an additional semester or the equivalent of grant eligibility and will be considered to be in continuing enrollment status upon return.

Subd. 3. **Eligible institution.** A Minnesota public postsecondary institution, a Minnesota private, baccalaureate degree granting college or university, or a Minnesota nonprofit two-year vocational technical school granting associate degrees is eligible to receive child care funds from the office and disburse them to eligible students.

Subd. 4. **Amount and length of grants.**

(a) The amount of a child care grant must be based on:

(1) the income of the applicant and the applicant's spouse;

(2) the number in the applicant's family, as defined by the office; and

(3) the number of eligible children in the applicant's family.

(b) The maximum award to the applicant shall be $2,800 for each eligible child per academic year, except that the campus financial aid officer may apply to the office for approval to increase grants by up to ten percent to compensate for higher market charges for infant care in a community. The office shall develop policies to determine community market costs and review institutional requests for compensatory grant increases to ensure need and equal treatment. The office shall prepare a chart to show the amount of a grant that will be awarded per child based on the factors in this subdivision. The chart shall include a range of income and family size.

(c) Applicants with family incomes at or below a percentage of the federal poverty level, as determined by the commissioner, will qualify for the maximum award. The commissioner shall attempt to set the percentage at a level estimated to fully expend the available appropriation for child care grants. Applicants with family incomes exceeding that threshold will receive the maximum award minus ten percent of their income exceeding that threshold. If the result is less than zero, the grant is zero.

(d) The academic year award amount must be disbursed by academic term using the following formula:

(1) the academic year amount described in paragraph (b);

(2) divided by the number of terms in the academic year;

(3) divided by 15 for undergraduate students and six for graduate and professional students; and

(4) multiplied by the number of credits for which the student is enrolled that academic term, up to 15 credits for undergraduate students and six for graduate and professional students.

(e) Payments shall be made each academic term to the student or to the child care provider, as determined by the institution. Institutions may make payments more than once within the academic term.

Subd. 4a. **Rates charged.** Child care providers may not charge students receiving grants under this section a rate that is higher than the rate charged to private paying clients.

Subd. 4b.**Additional grants.** An additional term of child care grant may be awarded to an applicant attending classes outside of the regular academic year who meets the requirements in subdivisions 2 and 4. The annual maximum grant per eligible child must not exceed the calculated annual amount in subdivision 4, plus the additional amount in this subdivision, or the student’s estimated annual child care cost for not more than 40 hours per week per eligible child, whichever is less.

Subd. 4c. **Unexpended balance.** Any unexpended appropriation in the child care grant program in the first year of a biennium shall be used to augment the maximum award in subdivision 4 in the second year of the biennium.

Subd. 4d. **Additional grants.** An additional term of child care grant may be awarded to an applicant attending classes outside of the regular academic year who meets the requirements in subdivisions 2 and 4. The annual maximum grant per eligible child must not exceed the calculated annual amount in subdivision 4. Plus the additional amount in this subdivision, or the student's estimated annual child care cost for not more than 40 hours per week per eligible child, whichever is less.

Subd. 5. [Repealed, 1995 c 212 art 3 s 60]

Subd. 6. **Yearly allocations to institutions.** The office shall base yearly allocations on the need for funds using relevant factors as determined by the office in consultation with the institutions. Up to five percent of the money spent on students' child care awards, as determined by the office, may be used for an institution's administrative expenses related to the child care grant program. Any money designated, but not used, for this purpose must be reallocated to child care grants. An institution may carry forward or backward ten percent of its annual allocation to be used for awards in the previous or subsequent academic year.

Subd. 7. **Monitoring and reallocation.** The office shall establish procedures to (1) continually monitor the use of funds throughout the year; (2) identify areas of unmet need for grants; and (3) redistribute available funds in a timely manner to meet the needs of eligible recipients.

Subd. 8. **Information.** The office shall develop and provide information about the program to eligible postsecondary institutions, human service agencies, and potential applicants.

Subd. 9. **Report.** Institutions must submit reports, when requested by the office, on program activity including the number of students served, the child care costs, and the number of students on a waiting list for available funds. The reports must also include the institution's method of prioritizing applicants if insufficient funds are available.

History: 1989 c 293 s 28; 1991 c 356 art 8 s 9-13; 1994 c 532 art 2 s 6-9; 1994 c 647 art 8 s 26; 1995 c 212 art 3 s 27,28,59; 1997 c 85 art 4 s 4; 1997 c 183 art 2 s 6; 1998 c 397 art 11 s 3; 1999 c 159 s 25; 1999 c 214 art 2 s 7; 2000 c 489 art 11 s 4; 1Sp2001 c 1 art 2 s 13,14; 2003 c 133 art 2 s 14,15; 2005 c 56 s 1; 2005 c 107 art 2 s 23,24,60; 2007 c 144 art 2 s 21,22

Office of Higher Education Rules Governing Postsecondary Child Care Grant Program

4830.7000 SCOPE.

Parts 4830.7000 to 4830.7900 govern state assistance to institutions to reduce the cost of child care for eligible students attending eligible postsecondary institutions.

Stat Auth: MS s 136A.04; 136A.125

Hist: 14 SR 2789

4830.7100 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply for the purposes of parts 4830.7000 to 4830.7900.

Subp. 2. **Continuing enrollment.** "Continuing enrollment" means that a student has not had an interruption in enrollment at the institution in which the student is currently enrolled for more than one academic term or 60 days of the immediately preceding academic year, whichever is longer. A student may miss one academic term and summer school and not lose continuing enrollment status.

Subp. 2a. **Eligible child.** "Eligible child" means a child who is 12 years of age or younger, or 14 years of age or younger who is disabled as defined in Minnesota Statutes, section 125A.02, and who is receiving or will receive care on a regular basis from a provider of child care services as those terms are defined in Minnesota Statutes, section 119B.011, subdivisions 5 and 19.

Subp. 3. [Repealed, 19 SR 1636]

Subp. 4. [Repealed, 19 SR 1636]

Subp. 5. **Eligible student.** "Eligible student" means a student who:

A. has a child 12 years of age or younger, or 14 years of age or younger with a disability as defined in Minnesota Statutes, section 125A.02, and who is receiving or will receive care on a regular basis from a provider of child care services as those terms are defined in Minnesota Statutes, section 119B.011, subdivisions 5 and 19, after the grant is received;
B. is a resident of Minnesota as defined in part 4830.0100, subpart 10;
C. is not receiving tuition reciprocity;
D. is not a recipient of the Minnesota family investment program (MFIP);

E. has not earned a baccalaureate degree or has not been enrolled full time in any postsecondary institution more than eight semesters, 12 quarters, or the equivalent;
F. is pursuing a nonsectarian program or course of study that applies to an undergraduate degree, diploma, or certificate;
G. is enrolled at least half time in an eligible institution for the term for which an award is received;
H. is in good academic standing and making satisfactory academic progress, as defined by the institution according to federal requirements;
I. reports any changes to data reported on the child care application within ten days of the change; and
J. is not in default, as defined under the applicable loan program, of any educational loan, or, if the student is in default, has made satisfactory arrangements to repay the loan with the holder of the note.

Subp. 5a. **Family income and family size.** "Family income and family size" means the income and family size used to determine an award from the state grant program under parts 4830.0200 to 4830.0700.

Subp. 6. **Nonsectarian program.** "Nonsectarian program" means a program of study that is not specifically designed to prepare students to become ministers of religion, to enter some other religious vocation, or to prepare them to teach theological subjects. A nonsectarian program may provide for the scholarly study of religion as a discipline of knowledge in a manner similar to that provided for any other field of study, but must not require its students to take courses that are based on a particular set of religious beliefs, to receive instruction intended to propagate or promote any religious beliefs, to participate in religious activities, to maintain affiliation with a particular church or religious organization, or to attest to any particular religious beliefs.

Subp. 7. **Institution's share.** "Institution's share" means the number of students in an eligible institution who have applied for the state grant program under parts 4830.0200 to 4830.0700 for the most recent academic year available and who have reported dependent children.

Stat Auth: MS s 14.388; 136A.01; 136A.04; 136A.125
Hist: 14 SR 2789; 19 SR 1636; 22 SR 1295; L 2001 1Sp9 art 10 s 66; 28 SR 889; L 2005 c 56 s 2; L 2006 c 212 art 1 s 25

4830.7200 ELIGIBLE INSTITUTIONS.

Institutions eligible for child care grants are Minnesota public postsecondary institutions and Minnesota private baccalaureate degree granting colleges or universities or Minnesota nonprofit two-year vocational technical schools granting associate degrees that have signed a child care grant program agreement with the office.

Stat Auth: MS s 14.388; 136A.01; 136A.04; 136A.125

Hist: 14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 28 SR 889

4830.7300 STUDENT PRIORITY.

A student who has received a grant from the program in the immediately preceding academic year and who has had continuing enrollment at that institution since the time that the child care grant was given must be given a child care grant for the next academic year if the student remains eligible and funds are available. A student shall apply for a continuation of funds by the deadline date established by the school or lose priority ranking for the funds over students who did not apply for a continuation of funds by the established deadline and eligible students applying for a child care grant for the first time.

Stat Auth: MS s 14.388; 136A.04; 136A.125

Hist: 14 SR 2789; 19 SR 1636; 28 SR 889

4830.7400 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

Subpart 1. **Initial allocation formula.** Funds shall be allocated to each eligible institution according to the following formula:

A. the institution's share divided by the sum of participating institutions' shares; and

B. multiplied by the current fiscal year's appropriation for child care grants.

Subp. 2. **Yearly allocation to institutions.** Funds shall be allocated to each eligible institution according to the following formula:

A. the institution's share divided by the sum of participating institutions' shares;

B. multiplied by the current fiscal year's appropriation for child care grants;

C. multiplied by the percent of funds for child care grants actually used by the institution during the prior academic year.

Subp. 3. **Reallocation.** The office shall reallocate available funds at least twice during the academic year to institutions requesting additional child care grant funds according to the following formula:

A. the institution's share divided by the sum of the shares of institutions requesting additional funds; and

B. multiplied by the amount of child care grant funds available for reallocation.

Subp. 4. **Administrative expense.** By July 1 of each year, the office shall set the percentage of awarded child care grant funds that may be used for administration of the child care grant program by the office and the institution. The percent of funds taken for the administration of the child care grant program shall be based on the net amount spent on child care grant awards for that fiscal year.

Subp. 5. **Notification.** The office shall notify each participating institution in writing of allocation and reallocation amounts.

Subp. 6. **Accountability.** Each participating institution shall be accountable for any funds disbursed to students for child care grants. Funds may be used only during the fiscal year of disbursement. If a student does not use a grant because the student does not enroll or withdraws from the institution, the institution may use the funds for other eligible students or return them to the office.

Subp. 7. **Unused funds.** An institution shall return funds that the institution determines will not be used within 30 days from the date of a request by the office. The office shall reallocate unused funds to other participating institutions requesting additional funds.

Subp. 8. [Repealed, 19 SR 1636]

Stat Auth: MS s 14.388; 136A.01; 136A.04; 136A.125; 136A.16; 136A.234

Hist: 14 SR 2789; 15 SR 1925; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 28 SR 889

4830.7500 AMOUNT AND TERM OF GRANTS.

Subpart 1. [Repealed, 19 SR 1636]

Subp. 2. **Amount.** The amount of a grant must be based on:

A. the cost of child care for each child 12 years old or younger, or 14 years old or younger if the child is disabled as defined in Minnesota Statutes, section 120.03;
B. the provider's charge up to a maximum rate established each year by the office;
C. the student's enrollment status; and
D. the award chart prepared by the office.

The institution shall estimate the amount of child care needed for the academic year and summer terms, and may add an amount up to that estimated cost to the institution's normal student budget used to calculate the student's financial need. The child care grant and other forms of financial aid may be used to pay for the child care if the expense is not covered by other funds.

Subp. 2a. **Academic year grant.** Beginning with the 2001-2002 academic year, the maximum grant per eligible child for the academic year is the amount specified in Minnesota Statutes, section 136A.125, subdivision 4, minus a student expectation based on family income.

The formula used to calculate the child care grant is as follows: the statutory maximum child care grant amount minus ((family income minus 130 percent of the federal poverty level for the student's family size) multiplied by ten percent) equals the child care grant. If the formulaic result is less than zero, the grant is set to zero. If the formulaic result is greater than the maximum statutory grant, the grant amount is the statutory maximum grant.

Subp. 2b. **Award disbursements.** The academic year award amount must be disbursed by academic term using the following formula:

A. the academic year amount described in subpart 2a;
B. divided by the number of terms in the academic year;
C. divided by 15; and
D. multiplied by the number of credits for which the student is enrolled that academic term, up to 15 credits.

Payments shall be made each academic term to the student or to the child care provider, as determined by the institution. Institutions may make payments more than once within the academic term.

Subp. 2c. **Summer term grant.** Students attending summer school may receive an additional grant per eligible child up to one-third of the academic year grant described in subpart 2a for quarter-based schools and up to one-half the academic year grant described in subpart 2a for semester-based schools.

Subp. 3. [Repealed, 19 SR 1636]

Subp. 3a. **Annual grant amount.** The annual maximum grant per eligible child must not exceed the calculated amount in subpart 2a plus the amount in subpart 2c, or the student's estimated annual child care cost for not more than 40 hours per week per eligible child, whichever is less.

Stat Auth: MS s 14.388; 136A.01; 136A.04; 136A.125
Hist: 14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 22 SR 1295; 26 SR 700; 28 SR 889; L 2005 c 56 s 2

4830.7600 [Repealed, 19 SR 1636]

4830.7700 [Repealed, 19 SR 1636]

4830.7710 PROCEDURES FOR DENIAL OR TERMINATION OF A CHILD CARE GRANT.
Subpart 1. **Applicability.** Students meeting the eligibility requirements in part 4830.7100, subpart 5, but denied a child care grant due to an institution's lack of program funds, shall be placed at the student's request on the institution's waiting list pending the availability of program funds. Subpart 2 and part 4830.7720 are not applicable to students who are denied child care grants due to lack of program funds.

Subp. 2. **Termination.** When terminating a student's child care grant, a school must follow its normal procedures used to terminate other financial aid awarded. If the child care grant is made by vendor payment, the school shall inform the child care provider of the notice of termination.

Stat Auth: MS s 14.388; 136A.04; 136A.125
Hist: 14 SR 2789; 19 SR 1636; 28 SR 889

4830.7720 APPEAL PROCESS.

Subpart 1. **Appeal request.** An applicant or recipient of a child care grant adversely affected by a school's action may file a written request for an appeal with the school.

Subp. 2. [Repealed, 19 SR 1636]

Subp. 3. **Appeal process.** Students must follow the normal appeal process established by the school to handle complaints about financial aid program decisions. If the student is not satisfied with the result of the appeal, the student may ask the school to forward the results to the director of the Minnesota Office of Higher Education for review. The director shall review the decision and accompanying documentation, and shall make a decision according to Minnesota Statutes, section 136A.125, and parts 4830.7000 to 4830.7900. The student and school shall be advised in writing of the director's decision. The director's decision is final.

Stat Auth: MS s 14.388; 136A.01; 136A.04; 136A.125
Hist: 14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 28 SR 889; L 2005 c 107 art 2 s 60

4830.7800 REFUNDS.

If a recipient fails to enroll or reduces enrollment, the school must refund the unused portion of the grant to the child care grant program. If the director determines that a school has fraudulently handled grant money, the refund of the unused portion of the grant is immediately due to the office, and the office may institute a civil action for recovery if necessary. Refunds to the child care grant program are determined as follows:

A. calculate the percentage that the child care grant represents of the student's total financial aid package for the applicable term; excluding funds received from federal Title IV programs, United States Code, title 20, chapter 28, sections 1070 to 1099c-1;
B. calculate the total tuition refund amount using the refund calculation required of schools participating in federal Title IV programs, United States Code, title 20, chapter 28, sections 1070 to 1099C-1;

C. subtract the federal aid programs' refund amount from item B to determine the remaining tuition refund amount; and
D. multiply the percentage in item A by the amount calculated in item C to determine the amount to be refunded to the child care grant program.

Refunded money to the child care grant program is available for grants to eligible students.

Stat Auth: MS s 14.388; 136A.01; 136A.04; 136A.125
Hist: 14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 22 SR 1295; 28 SR 889

4830.7900 REPORTS OF DATA.
Institutions must:
A. collect demographic, educational, and financial data specified by the office from eligible students requesting child care grants;
B. provide the office with individual student data upon request;
C. upon the request of the office, report information about students who receive awards, students who are on the waiting list, and students who were denied awards, including the institution's methods of prioritizing applicants if insufficient funds are available; and
D. submit fiscal year program activity reports and student data reports to the office.

Fiscal year program activity reports and student data reports are required by the office. Institutions shall correctly complete and submit all required reports and any applicable refunds to the office by the first working day after August 9. The office shall withhold an institution's subsequent year's allocation if the deadline date is not met.

Stat Auth: MS s 136A.01; 136A.04; 136A.125
Hist: 14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284

Appendices: Postsecondary Child Care Grant Program

2016-2017 Postsecondary Child Care Grant Program Institutional Request for Participation

Select your Institution

○ **We would like to participate** in the Minnesota Postsecondary Child Care Grant program during the 2016-2017 academic year.
This Institution agrees to abide by the applicable laws, rules and policies governing this program.

○ **We do not wish to participate** in the Minnesota Postsecondary Child Care Grant Program during the 2016-2017 academic year.
Optional: Please indicate why you *do not* wish to participate:

$ **Estimate** of 2016-2017 Postsecondary Child Care funds needed. If your institution has consolidated with another institution be sure to include funds needed for all campuses.

I hereby request permission to increase the maximum Postsecondary Child Care Grants by 10 percent to compensate for higher market charges for infant care, and agree to follow applicable guidelines issued by the Office of Higher Education for this purpose.

○ **yes**
○ **no**

Name of Institutional Representative:
Institution Address:
Telephone Number:
Email Address:

Other staff who should receive correspondence from the Office of Higher Education pertaining to the Postsecondary Child Care Grant Program:

Names:	Telephone Numbers:	Email Addresses:

Send

2016-2017 Postsecondary Child Care Grant Program Application

IMPORTANT: Read instructions before completing application. Incomplete applications will not be processed.

Step 1 - Student completes Section A and gives form to child care provider.
Step 2 - Child care provider completes Section B and returns form to student.
Step 3 - Student submits application to financial aid office at college student attends.
Step 4 - Financial aid administrator determines student award amount and notifies student of award.

SECTION A - Completed by Student (Please use ink or type)	
1. Name (Last, First, Middle):	
2. Student School ID:	3. Student Email Address:
4. Permanent Home Address:	
5. City, State, Zip Code:	
6. County of Residence:	7. Telephone Number:
8. Number of children 12 years of age or younger receiving child care:	9. Number of children with a disability 14 years of age or younger receiving child care:
10. Are you and/or any of your dependents currently receiving MFIP benefits? ☐ No ☐ Yes (If yes, list names of ALL MFIP recipients and attach documentation from county social services.)	
11. Are you or the other parent receiving child care assistance from some other source? (See instructions.) ☐ No ☐ Yes (If yes, please identify source and attach documentation of assistance you are receiving.) Caseworker's Name: _____ Caseworker's Phone Number: _____	
12. Indicate the number of credits for which you intend to register: _____ Fall Term _____ Winter Term _____ Spring Term _____ Summer Term	
13. Program I am enrolled in? ☐ 4-Year Undergraduate ☐ 2-Year Undergraduate ☐ Certificate ☐ Graduate/Professional	

STUDENT CERTIFICATION
Please check every box next to each statement indicating that you understand the statement.

☐ I understand and accept the obligation to provide a written report to the school of any changes in information provided on this application within 10 days of the change. Changes may include, but are not limited to, my enrollment, family size, family income, receipt of MFIP, Basic Sliding Fee or Transition Year benefits, hours of child care, changes in provider or provider rates, etc. I understand that failure to report any changes within 10 days will result in cancellation and possible repayment of any Postsecondary Child Care Grant.

☐ I understand that the Postsecondary Child Care Grant must be used to pay my child care provider and that the award is subject to repayment and/or cancellation if used for other purposes. I agree to furnish receipts from my child care provider if requested by the school or Office of Higher Education staff.

☐ I give permission to the Office of Higher Education and any school I attend to share information regarding the Postsecondary Child Care Grant with my child care provider(s) and to verify the information on this application. I also give my provider permission to verify the information in the provider's section when contacted by the school or the Office of Higher Education staff and understand that my application will be on hold until the provider information has been verified.

☐ I give permission to the county social service agency to release to the school or the Office of Higher Education the amount and terms of any MFIP, Transition Year or Basic Sliding Fee child care benefits I receive from July 1, 2016 to September 30, 2017. I give permission to the school and the Office of Higher Education to report my child care award to my county social service agency if I receive MFIP, Transition Year benefits or Basic Sliding Fee child care assistance during this academic school year.

☐ I declare that the other parent or legal guardian of my child/children is not capable or available to care for my child/children during the hours for which I have requested an award from the Postsecondary Child Care Grant Program.

☐ I understand that if I withdraw or reduce my enrollment after receiving a Postsecondary Child Care Grant, all or a portion of the grant will need to be repaid to my college.

☐ I certify that the information on this application is true and correct and I promise to provide additional documentation if requested. I understand that this form is used to establish eligibility for the Postsecondary Child Care Grant Program and that if I purposely give false or misleading information on this form, **I may be subject to a fine, a prison sentence, or both and such action may result in the forfeiture or repayment of future awards from this program.**

Student's Signature	**Date** (month/day/year)

Student Name:	Student School ID:

Child Care Provider Must Complete ENTIRE Section

SECTION B – Completed by Child Care Provider (Please use ink or type)

Child's Full Name	Child's Age	Child's Date of Birth	Total Hours Child Care Provided Per Week	Rate Type Charged (check one box)	Amount Charged Per Child	Date Day Care Started
				☐ Hourly Rate ☐ Weekly Rate	$	
				☐ Hourly Rate ☐ Weekly Rate	$	
				☐ Hourly Rate ☐ Weekly Rate	$	
				☐ Hourly Rate ☐ Weekly Rate	$	
				☐ Hourly Rate ☐ Weekly Rate	$	

Please list child care assistance paid to provider from other sources such as Basic Sliding Fee, Early Childhood Scholarship, Transition Year, other parent receiving discounted rate, child care scholarships or any other assistance programs, etc.			
	Source:_____	$_____	Child_____
	Source:_____	$_____	Child_____
	Source:_____	$_____	Child_____
	Source:_____	$_____	Child_____
	Source:_____	$_____	Child_____

Child Care Center / Provider's Printed Name	Relationship to Student (if any)
Provider's Street Address	City, State, Zip Code	County Provider Located
Provider's Phone Number Land Line: ( ) Cell: ( )	Provider's Email Address

Check all that apply:

☐ I am a licensed home child care provider. License number: _____

☐ I represent a licensed child care center. License number: _____

☐ I represent a latch-key program which has a contract with a school district to provide child care for school age children.

☐ I represent a child care center which is legally exempt from licensure. (YMCA, tribal daycare)

☐ I am at least 18 years of age. Under the exempt status I will only care for this family's children, besides my own and I do not reside in the same household as the student and child.

PROVIDER CERTIFICATION
Please check every box next to each statement indicating that you understand the statement.

☐ I certify that the information provided in Section B is true and correct and that if I purposely give false or misleading information on this form, I may be subject to a fine, a prison sentence, or both, and such action may result in the forfeiture of future awards from this program.

☐ I promise to provide additional documentation if necessary, including confirming the above information when contacted by Office of Higher Education staff or the college financial aid administrator. I also grant permission to Office of Higher Education or school auditors to review my financial records to verify receipt of Postsecondary Child Care Grant funds.

☐ Applies only to unlicensed child care providers. I give permission to the Office of Higher Education or the school to report the amount of the student's Postsecondary Child Care Grant to the Internal Revenue Service or the Department of Revenue as taxable income to the provider, when requested.

☐ I understand that I cannot charge a Postsecondary Child Care Grant recipient a higher rate for services than the rates charged to other clients who are not recipients. I understand that if I purposely give false or misleading information on this form, **I may be subject to a fine, a prison sentence, or both**.

☐ I understand my obligation to immediately report any changes to the information provided in the above chart to the student's financial aid administrator. This includes informing the school if I am no longer providing child care services for the student's children.

Provider Signature	**Date** (month/day/year)

Please report any changes to the student's college financial aid administrator using this contact information:

2016-2017 Postsecondary Child Care Grant Program Application Instructions

IMPORTANT: Read instructions before completing application. Incomplete applications will not be processed.

Step 1 - Student completes Section A and gives form to child care provider.
Step 2 - Child care provider completes Section B and returns form to student.
Step 3 - Student submits application to financial aid office at college student attends.
Step 4 - Financial aid administrator determines student award amount and notifies student of award.

The maximum full-time Postsecondary Child Care Grant award for a full-time undergraduate student 15 credits, and 6 credits for graduate/professional is $2,800 for each eligible child per nine-month academic year. Students are able to receive an extra term of eligibility for summer term attendance. Annual awards will be divided evenly into term installments and disbursed to recipients each quarter or semester, depending upon the type of school the students attends. The amount of the full-time term award will be decreased for undergraduate students taking 6-14 credits, graduate students 1-5 credits. Assistance may cover up to 40 hours of child care per week for each eligible child, for a maximum home care cost of $5 an hour and a maximum center care cost of $10 an hour. The institution may increase the amount shown on the maximum award chart by ten percent to compensate for higher infant care rates charged by some providers. The school may choose to make payments more frequently or to pay the provider directly. Office of Higher Education staff or the college financial aid administrator will contact child care providers to verify the information provided on the application.

In order to be eligible, a recipient must:

1. be a Minnesota resident or the applicant's spouse meets the MN resident definition (see definition below), including undocumented students who qualify under the MN Dream Act;
2. not be receiving benefits from the Minnesota Family Investment Program (MFIP);
3. be income eligible (your college financial aid office has a chart showing qualifying income guidelines);
4. be pursuing a non-sectarian program or course of study that applies to an undergraduate, graduate or professional degree, diploma or certificate;
5. have a child 12 years of age or younger, or 14 years of age or younger with a disability, needing child care service on a regular basis;
6. be enrolled at least half-time, undergraduate students taking at least six credits or graduate students taking at least one credit per quarter, semester or the equivalent;
7. be in good standing and making satisfactory academic progress;
8. not be receiving tuition reciprocity;
9. not be in default on a student loan or, if in default, have made satisfactory arrangements to repay the loan with the holder of the note;
10. either has not earned a baccalaureate degree and has been enrolled full time less than eight semesters or the equivalent, or has a baccalaureate degree and has been enrolled full time less than eight semesters or the equivalent in a graduate or professional degree program; and
11. a student who withdrew from college during a term because you were called up for active military service after December 31, 2002, or for a major medical illness may be eligible for an additional term award, please provide the necessary documentation to your college financial aid administrator.

2016-2017 Postsecondary Child Care Grant Program Application Instructions

Minnesota resident is:

1. a student who has resided in Minnesota for purposes other than postsecondary education for at least 12 consecutive months without being enrolled at a postsecondary institution for more than five credits in any term; or
2. a dependent student whose parent or legal guardian resided in Minnesota at the time the 2016-2017 FAFSA was completed; or
3. a student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school and the student is physically attending a Minnesota campus; or
4. a student who, after residing in the state of Minnesota for a minimum of one year, earned a high school equivalency certificate in Minnesota; or
5. a student who is a member (or spouse/dependent of a member) of the armed forces of the United States stationed in Minnesota on active federal military service as defined in section 190.05, subdivision 5c; or
6. a spouse or dependent of a veteran, as defined in section 197.447, if the veteran is a Minnesota resident; or
7. a student (or spouse of) who relocated to Minnesota from an area that is declared a presidential disaster area within 12 months of the disaster declaration, if the disaster interrupted the person's postsecondary education; or
8. a student defined as a refugee under United States Code, title 8, section 1101(a)(42) who, upon arrival in the United States, moved to Minnesota and has continued to reside in Minnesota; or
9. a student eligible for resident tuition under section 135A.043; or
10. an active member, or a spouse or dependent of that member, of the state's National Guard who resides in Minnesota or an active member, or a spouse or dependent of that member, of the reserve component of the United States armed forces whose duty station is located in Minnesota and who resides in Minnesota; or
11. a student whose spouse meets the definition of a Minnesota resident.

Question #9 on application – Child with a disability is: A child who has a hearing impairment, blindness, visual disability, speech or language impairment, physical disability, other health impairment, mental disability, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the standards of the commissioner, is a child with a disability.

A child without a disability is: A child with a short-term or temporary physical or emotional illness or disability, as determined by the standards of the commissioner, is not a child with a disability.

Question #11 on application – Other sources of child care funding: Answer "yes" if you are receiving child care funding from another source. Examples are: the child's other parent is receiving the Postsecondary Child Care Grant, your employer is helping to pay your child care costs, you receive Basic Sliding Fee child care assistance from the county, you receive an Early Childhood scholarship, you receive any other assistance to help pay for daycare costs, other parent is receiving any of the above or a discounted day care rate, or your ex-spouse is required to cover a portion of child care costs per divorce decree, etc.

Minnesota Postsecondary Child Care Grant Program
Maximum Award Chart 2016-2017 – $2,800 Maximum
Maximum Award Per Eligible Child by Total Income* and Family Size*

Updated 6/1/2016

Maximum Annual Award in Statute: $ 2,800

Income Protection Allowance = $29,637 (185% of 2016 federal poverty level)
Family Size Allowance per family member over 2 = $ 7,696 (185% of 2016 federal poverty level)
Rate on income after $29,637 income protection allowance and family size allowance = 10%
Awards truncated not to exceed $2,800
Such that: $2,800 – ((income – $29,637) – family size allowance) x 10% = award, with award not to exceed $2,800
Minimum annual award of $100

Total Income Range	Family Size 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8	Family Size 9	Family Size 10	Family Size 11	Family Size 12	Family Size 13**
$0 - $0	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$1 - $1,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$1,001 - $2,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$2,001 - $3,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$3,001 - $4,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$4,001 - $5,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$5,001 - $6,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$6,001 - $7,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$7,001 - $8,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$8,001 - $9,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$9,001 - $10,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$10,001 - $11,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$11,001 - $12,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$12,001 - $13,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$13,001 - $14,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$14,001 - $15,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$15,001 - $16,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$16,001 - $17,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$17,001 - $18,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$18,001 - $19,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$19,001 - $20,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$20,001 - $21,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$21,001 - $22,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$22,001 - $23,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$23,001 - $24,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$24,001 - $25,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$25,001 - $26,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$26,001 - $27,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$27,001 - $28,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$28,001 - $29,000	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$29,001 - $30,000	$2,764	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$30,001 - $31,000	$2,664	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800

Total Income Range	Family Size 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8	Family Size 9	Family Size 10	Family Size 11	Family Size 12	Family Size 13**
$31,001 - $32,000	$2,564	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$32,001 - $33,000	$2,464	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$33,001 - $34,000	$2,364	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$34,001 - $35,000	$2,264	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$35,001 - $36,000	$2,164	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$36,001 - $37,000	$2,064	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$37,001 - $38,000	$1,964	$2,733	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$38,001 - $39,000	$1,864	$2,633	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$39,001 - $40,000	$1,764	$2,533	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$40,001 - $41,000	$1,664	$2,433	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$41,001 - $42,000	$1,564	$2,333	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$42,001 - $43,000	$1,464	$2,233	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$43,001 - $44,000	$1,364	$2,133	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$44,001 - $45,000	$1,264	$2,033	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$45,001 - $46,000	$1,164	$1,933	$2,703	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$46,001 - $47,000	$1,064	$1,833	$2,603	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$47,001 - $48,000	$964	$1,733	$2,503	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$48,001 - $49,000	$864	$1,633	$2,403	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$49,001 - $50,000	$764	$1,533	$2,303	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$50,001 - $51,000	$664	$1,433	$2,203	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$51,001 - $52,000	$564	$1,333	$2,103	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$52,001 - $53,000	$464	$1,233	$2,003	$2,773	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$53,001 - $54,000	$364	$1,133	$1,903	$2,673	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$54,001 - $55,000	$264	$1,033	$1,803	$2,573	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$55,001 - $56,000	$164	$933	$1,703	$2,473	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$56,001 - $57,000	$0	$833	$1,603	$2,373	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$57,001 - $58,000	$0	$733	$1,503	$2,273	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$58,001 - $59,000	$0	$633	$1,403	$2,173	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$59,001 - $60,000	$0	$533	$1,303	$2,073	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$60,001 - $61,000	$0	$433	$1,203	$1,973	$2,742	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$61,001 - $62,000	$0	$333	$1,103	$1,873	$2,642	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$62,001 - $63,000	$0	$233	$1,003	$1,773	$2,542	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$63,001 - $64,000	$0	$133	$903	$1,673	$2,442	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$64,001 - $65,000	$0	$0	$803	$1,573	$2,342	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$65,001 - $66,000	$0	$0	$703	$1,473	$2,242	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$66,001 - $67,000	$0	$0	$603	$1,373	$2,142	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$67,001 - $68,000	$0	$0	$503	$1,273	$2,042	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$68,001 - $69,000	$0	$0	$403	$1,173	$1,942	$2,712	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$69,001 - $70,000	$0	$0	$303	$1,073	$1,842	$2,612	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$70,001 - $71,000	$0	$0	$203	$973	$1,742	$2,512	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$71,001 - $72,000	$0	$0	$103	$873	$1,642	$2,412	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$72,001 - $73,000	$0	$0	$0	$773	$1,542	$2,312	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$73,001 - $74,000	$0	$0	$0	$673	$1,442	$2,212	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$74,001 - $75,000	$0	$0	$0	$573	$1,342	$2,112	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800
$75,001 - $76,000	$0	$0	$0	$473	$1,242	$2,012	$2,781	$2,800	$2,800	$2,800	$2,800	$2,800

Total Income Range	Family Size 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8	Family Size 9	Family Size 10	Family Size 11	Family Size 12	Family Size 13**
$76,001 - $77,000	$0	$0	$0	$373	$1,142	$1,912	$2,681	$2,800	$2,800	$2,800	$2,800	$2,800
$77,001 - $78,000	$0	$0	$0	$273	$1,042	$1,812	$2,581	$2,800	$2,800	$2,800	$2,800	$2,800
$78,001 - $79,000	$0	$0	$0	$173	$942	$1,712	$2,481	$2,800	$2,800	$2,800	$2,800	$2,800
$79,001 - $80,000	$0	$0	$0	$0	$842	$1,612	$2,381	$2,800	$2,800	$2,800	$2,800	$2,800
$80,001 - $81,000	$0	$0	$0	$0	$742	$1,512	$2,281	$2,800	$2,800	$2,800	$2,800	$2,800
$81,001 - $82,000	$0	$0	$0	$0	$642	$1,412	$2,181	$2,800	$2,800	$2,800	$2,800	$2,800
$82,001 - $83,000	$0	$0	$0	$0	$542	$1,312	$2,081	$2,800	$2,800	$2,800	$2,800	$2,800
$83,001 - $84,000	$0	$0	$0	$0	$442	$1,212	$1,981	$2,751	$2,800	$2,800	$2,800	$2,800
$84,001 - $85,000	$0	$0	$0	$0	$342	$1,112	$1,881	$2,651	$2,800	$2,800	$2,800	$2,800
$85,001 - $86,000	$0	$0	$0	$0	$242	$1,012	$1,781	$2,551	$2,800	$2,800	$2,800	$2,800
$86,001 - $87,000	$0	$0	$0	$0	$142	$912	$1,681	$2,451	$2,800	$2,800	$2,800	$2,800
$87,001 - $88,000	$0	$0	$0	$0	$0	$812	$1,581	$2,351	$2,800	$2,800	$2,800	$2,800
$88,001 - $89,000	$0	$0	$0	$0	$0	$712	$1,481	$2,251	$2,800	$2,800	$2,800	$2,800
$89,001 - $90,000	$0	$0	$0	$0	$0	$612	$1,381	$2,151	$2,800	$2,800	$2,800	$2,800
$90,001 - $91,000	$0	$0	$0	$0	$0	$512	$1,281	$2,051	$2,800	$2,800	$2,800	$2,800
$91,001 - $92,000	$0	$0	$0	$0	$0	$412	$1,181	$1,951	$2,721	$2,800	$2,800	$2,800
$92,001 - $93,000	$0	$0	$0	$0	$0	$312	$1,081	$1,851	$2,621	$2,800	$2,800	$2,800
$93,001 - $94,000	$0	$0	$0	$0	$0	$212	$981	$1,751	$2,521	$2,800	$2,800	$2,800
$94,001 - $95,000	$0	$0	$0	$0	$0	$112	$881	$1,651	$2,421	$2,800	$2,800	$2,800
$95,001 - $96,000	$0	$0	$0	$0	$0	$0	$781	$1,551	$2,321	$2,800	$2,800	$2,800
$96,001 - $97,000	$0	$0	$0	$0	$0	$0	$681	$1,451	$2,221	$2,800	$2,800	$2,800
$97,001 - $98,000	$0	$0	$0	$0	$0	$0	$581	$1,351	$2,121	$2,800	$2,800	$2,800
$98,001 - $99,000	$0	$0	$0	$0	$0	$0	$481	$1,251	$2,021	$2,790	$2,800	$2,800
$99,001 - $100,000	$0	$0	$0	$0	$0	$0	$381	$1,151	$1,921	$2,690	$2,800	$2,800
$100,001 - $101,000	$0	$0	$0	$0	$0	$0	$281	$1,051	$1,821	$2,590	$2,800	$2,800
$101,001 - $102,000	$0	$0	$0	$0	$0	$0	$181	$951	$1,721	$2,490	$2,800	$2,800
$102,001 - $103,000	$0	$0	$0	$0	$0	$0	$0	$851	$1,621	$2,390	$2,800	$2,800
$103,001 - $104,000	$0	$0	$0	$0	$0	$0	$0	$751	$1,521	$2,290	$2,800	$2,800
$104,001 - $105,000	$0	$0	$0	$0	$0	$0	$0	$651	$1,421	$2,190	$2,800	$2,800
$105,001 - $106,000	$0	$0	$0	$0	$0	$0	$0	$551	$1,321	$2,090	$2,800	$2,800
$106,001 - $107,000	$0	$0	$0	$0	$0	$0	$0	$451	$1,221	$1,990	$2,760	$2,800
$107,001 - $108,000	$0	$0	$0	$0	$0	$0	$0	$351	$1,121	$1,890	$2,660	$2,800
$108,001 - $109,000	$0	$0	$0	$0	$0	$0	$0	$251	$1,021	$1,790	$2,560	$2,800
$109,001 - $110,000	$0	$0	$0	$0	$0	$0	$0	$151	$921	$1,690	$2,460	$2,800
$110,001 - $111,000	$0	$0	$0	$0	$0	$0	$0	$0	$821	$1,590	$2,360	$2,800
$111,001 - $112,000	$0	$0	$0	$0	$0	$0	$0	$0	$721	$1,490	$2,260	$2,800
$112,001 - $113,000	$0	$0	$0	$0	$0	$0	$0	$0	$621	$1,390	$2,160	$2,800
$113,001 - $114,000	$0	$0	$0	$0	$0	$0	$0	$0	$521	$1,290	$2,060	$2,800
$114,001 - $115,000	$0	$0	$0	$0	$0	$0	$0	$0	$421	$1,190	$1,960	$2,729
$115,001 - $116,000	$0	$0	$0	$0	$0	$0	$0	$0	$321	$1,090	$1,860	$2,629
$116,001 - $117,000	$0	$0	$0	$0	$0	$0	$0	$0	$221	$990	$1,760	$2,529
$117,001 - $118,000	$0	$0	$0	$0	$0	$0	$0	$0	$121	$890	$1,660	$2,429
$118,001 - $119,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$790	$1,560	$2,329
$119,001 - $120,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$690	$1,460	$2,229
$120,001 - $121,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$590	$1,360	$2,129
$121,001 - $122,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$490	$1,260	$2,029

Total Income Range	Family Size 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8	Family Size 9	Family Size 10	Family Size 11	Family Size 12	Family Size 13**
$122,001 - $123,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$390	$1,160	$1,929
$123,001 - $124,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$290	$1,060	$1,829
$124,001 - $125,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$190	$960	$1,729
$125,001 - $126,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$860	$1,629
$126,001 - $127,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$760	$1,529
$127,001 - $128,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$660	$1,429
$128,001 - $129,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$560	$1,329
$129,001 - $130,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$460	$1,229
$130,001 - $131,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$360	$1,129
$131,001 - $132,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$260	$1,029
$132,001 - $133,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$160	$929
$133,001 - $134,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$829
$134,001 - $135,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$729
$135,001 - $136,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$629
$136,001 - $137,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$529
$137,001 - $138,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$429
$138,001 - $139,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$329
$139,001 - $140,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$229
$140,001 - $141,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$129
$141,001 - $142,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

*Total Taxable Income = Taxable Income from 2016-2017 FAFSA (adjusted gross income if tax filer, #36 independent, #85 dependent; or total wages if non-filer, #39 and #40 independent, #88 and #89 dependent)
+ Total Untaxed Income from 2016-2017 FAFSA (untaxed income, #45 a–j independent, #94 a–i dependent)
– Income Exclusions from 2016-2017 FAFSA (additional financial information, #44 a-f independent, #93 a-f dependent)
= Total Family Income

*Family Size = Household size derived from FAFSA and used for other financial aid programs.
**For Family Size greater than 13, contact OHE for instructions.

In some instances, the maximum award shown can be increased by 10% to compensate for higher infant care costs. See instructions under 'Adjustments to Maximum Award Table for Infant Care' in the Postsecondary Child Care Grant section of the MN Office of Higher Education Financial Aid Manual.

To determine maximum award per eligible child for comparison to actual costs per eligible child each term, divide the appropriate annual award above by 2 (semesters) or 3 (quarters) and prorate the results on a per-credit basis for students enrolled for fewer than 15 credits. For example, the maximum award for a student with an income of $29,500 and family size of 2 enrolled for 13 semester credits would be $2,764 annual / 2 semesters = $1,382 x 13/15 = $1,198.

Minnesota Postsecondary Child Care Grant Calculator 2016-2017

Updated June 2016

Student's Name:		
Student's SSN:		
Child's Name and Term Calculated: (An award calculation form will be completed for each child per term)		
Date and Time of Calculation:		**TO RESET FORM, PRESS CTRL+SHIFT+T**

This spreadsheet can be used to calculate the term award for the Postsecondary Child Care Grant. The school is responsible for entering the correct values in all of the yellow boxes. The award for the term will be the lesser of the student's net actual child care costs or the maximum annual award for the student's income and household size after it has been adjusted for term length and enrollment level. The actual child care costs entered on this spreadsheet should represent net costs after other child care assistance (Basic Sliding Fee Program, court-ordered child care payments from the child's other parent, Postsecondary Child Care Grant received by the child's other parent) has been subtracted from gross child care charges. Because program policy caps actual child care charges at $5 per hour for home day care or $10 per hour for center day care and no more than 40 hours per week, this spreadsheet will cap those variables accordingly in determining the award based on **what the user enters in cell D22.**

Number of Terms/Payment Periods in School's Academic Year = Enter '2' for semester, '3' for quarter			
Number of Weeks in Term for Which Student is Purchasing Child Care Services			
Total Income = Taxed Income (AGI if filers, #36 independent, #85 dependent; or total wages if not filer, #39 and #40 independent, #88 and #89 dependent) + Untaxed Income (FAFSA #45 a-j independent; #94 a-i dependent) – Income Exclusions (FAFSA #44 a-f independent; #93 a-f dependent)			
Students Household Size (from FAFSA Question #95 if independent or FAFSA Question #73 if dependent)			
Maximum Full-Time Term Award from MN Office of Higher Education Chart			**#N/A**
Maximum Full-Time Term Award from OHE Chart Inflated by 10% for Infant Care Adjustment	Enter a 'Y' in this yellow box if the provider is charging a more expensive rate for infant care and the school requested permission from OHE on the annual program participation form to increase the maximum award by 10% for higher infant care costs.	**N**	**#N/A**
Number of Credits for Which Student is Enrolled for Term: When credits have a fraction, round down when entering; i.e. 12.5 enter 12		Undergraduate **Ed Level ^**	
Maximum Term Award Adjusted for Student's Enrollment Level:			**$0.00**
Actual Child Care Costs Per Week: (Be sure to subtract other child care assistance from gross charges)			
Reported Total Hours of Child Care Per Week:		**#DIV/0!**	
Hourly Cap for Provider Charges: (Enter $5 for home day care; $10 for center care)	**$5**	**Eligible Weekly Expense if more than 40 hours:**	**$0.00**
Actual Costs for Term (hourly rate capped at cell C23)			**#DIV/0!**
Actual Costs for Term (weekly hours capped at 40)			**$0.00**
Child Care Term Award:			**#DIV/0!**

Users of this spreadsheet are responsible for the accuracy of all calculations!

Use the lesser of these three calculations

Combination of MN Office of Higher Education Postsecondary Child Care Grant and DHS Basic Sliding Fee Child Care Assistance

The Family

Single student with 2 dependent children in child care
Student enrolled for 14 credits at school on 16-week semester system
Total Income = $17,500 3 in Household
Receiving 35 hours child care per week per child
Family child care provider (as opposed to child care center) located in Hennepin County

Actual Child Care Costs

Toddler	$170 week	X 16 weeks	=	$2,720 semester/4.3 =	$ 633 per month
Infant	$200 week	X 16 weeks	=	$3,200 semester/4.3 =	$ 744 per month
					$1,377 per month

Postsecondary Child Care Grant Maximum Award

Toddler	$2,800 yr/2 = $1,400 sem	X 14/15 =	$1,306 semester	
			$81.63 week X 4.3	= $351 month
Infant	$3,080 yr/2 = $1,540 sem	X 14/15 =	$1,437 semester	
	(10% infant care adjustment)		$89.81 week X 4.3	= $386 month
Total Award			$2,743 semester	
			$171.44 week X 4.3	= $737 month

Basic Sliding Fee Child Care Assistance

Toddler	$156.17 week*	X 4.3 weeks	=	$ 671 month
Infant	$162.99 week*	X 4.3 weeks	=	$ 701 month
				$1,372 month
			–	$ 46 monthly BSF co-pay
			–	$ 737 monthly OHE CCG
Amount of Monthly BSF Assistance				$ 589

*Total Recognized Provider Cost (Hennepin County)

Total Monthly Assistance for Student

Postsecondary Child Care Grant	$ 737
BSF Child Care Assistance	$ 589
Total	$1,326
Actual Costs per Month	$1,377

2016-2017 Postsecondary Child Care Grant Program Award Notice

Student's Name	School ID Number

Congratulations. You have been awarded a Postsecondary Child Care Grant for the 2015-2016 academic year.

Please read this notice carefully. It is your responsibility to inform the designated office at your institution within 10 days if any of the following changes should occur:

- change of provider;
- change of provider rates;
- change of child care hours needed;
- receipt of MFIP, Basic Sliding Fee or Transition Year benefits;
- change of family income;
- change of family size;
- change of enrollment level;
- if a parent or legal guardian becomes available to provide child care; and/or
- any changes in your status which may affect your eligibility.

A copy of this award notice along with the provider section of the program application may be sent to the daycare provider. It is the institution's option to disburse funds to either the student or the child care provider. The grant cannot be disbursed before the beginning of each term. The child care provider may ask for payment before service is given, if that is the business arrangement between the student and the provider.

Child's Name	Term Dates	Term Award Total
		$
		$
		$
		$
		$
		$
		$
Total Award for the 2016-2017 Academic Year		$

Name of Financial Aid Administrator	Institution Name
Signature of Financial Aid Administrator	Date (month/day/year)

All awards are subject to availability of funds. This is a notice only and is subject to change. The maximum award is established in state law and cannot exceed your actual cost of child care. The financial aid director may have the authority to increase the maximum award by 10 percent for certain providers when infant care is more costly than care for children of other ages.

2016-2017 Postsecondary Child Care Grant Program Denial/Termination Notice

Student's Name	School ID Number

This notice is to inform you that the Postsecondary Child Care Grant for which you applied has been denied or discontinued for the following reason(s):

- ☐ Applicant receives Minnesota Family Investment Program (MFIP).
- ☐ Family income and/or family size exceed limitations.
- ☐ Applicant is not a Minnesota resident.
- ☐ Applicant does not meet the school's satisfactory academic progress requirements.
- ☐ Applicant is not in good standing as determined by the school.
- ☐ Applicant did not report a change to the financial aid office within 10 days. (Example: change of provider, income, family size, parent or legal guardian at home and available to provide child care, etc.)
- ☐ Child(ren) over age 12 or over age 14 and not disabled.
- ☐ Student is not enrolled at least half-time (six credits).
- ☐ Student is enrolled in a sectarian program.
- ☐ A parent or legal guardian is available to care for child(ren) during the time that child care is requested.
- ☐ Applicant has not been attending school. (If a student has not been enrolled for 60 days or one academic term, whichever is longer, the student loses future priority for Postsecondary Child Care Grant funds.)
- ☐ Applicant is in default on an educational student loan.
- ☐ Applicant has a baccalaureate degree.
- ☐ Applicant has been enrolled in an undergraduate or graduate program for longer than the equivalent of four full-time academic years for each category.
- ☐ Applicant is using an ineligible child care provider. (If the provider resides in the same home as the student and child, the applicant is not an eligible child care provider for the Postsecondary Child Care Grant Program.)
- ☐ Other_____

If you have any questions about this notice or wish to schedule an appointment to discuss this matter, you may appeal through the school's appeal procedure. If the outcome is not satisfactory, you can request the school to submit a written appeal to the Office of Higher Education (OHE). The OHE will review appeals and determine if the school's actions were in compliance with the program statutes and rules. The decision of the OHE is final. You must first follow the school's appeal procedure before contacting the OHE.

Name of Financial Aid Administrator	Institution Name
Signature of Financial Aid Administrator	Date (month/day/year)

2015-2016 Postsecondary Child Care Grant Program End of Year Report

Institution Name	*Fice Code*
2015-2016 Initial Allocation	
August 2015 Allocation	$0
September 2015 Allocation	$0
December 2015 Allocation	$0
SUBTOTAL INITIAL ALLOCATION	$0
2015-2016 Reallocations	
November 2015 Reallocation	$0
January 2016 Reallocation	$0
March 2016 Reallocation	$0
May 2016 Reallocation	$0
June 2016 Reallocation	$0
July 2016 Reallocation	$0
SUBTOTAL REALLOCATIONS	$0
2015-2016 Refunds	
July 2015 – December 2015	$0
January 2016 – February 2016	$0
March 2016 – July 2016 (late refunds)	$0
SUBTOTAL REFUNDS	$0
NET TOTAL OF CURRENT 2015-2016 FUNDS	$0
Minus 2015-2016 funds carried back to 2014-2015	N/A
Plus 2014-2015 funds carried forward to 2015-2016	$0
TOTAL FUNDS AVAILABLE	$0
TOTAL # OF STUDENTS	0
TOTAL STUDENT AWARDS	$0
Administrative Expense Allowance - Optional (limited to 5% of student awards)	$0
TOTAL STATE FUNDS EXPENDED	**$0**
Shortage of Funds. Apply carry-back from 2016-2017 to 2015-2016 (limited to 10% of 2015-2016 initial allocation)	
Maximum funds that could be carried back	$0
Shortage of funds for 2015-2016	$0
CARRY BACK FUNDS USED TO COVER SHORTAGE	$0
Excess funds available for carry-forward from 2015-2016 to 2016-2017 (limited to 10% of 2015-2016 initial allocation)	
Maximum funds that could be carried forward	$0
Excess funds available for carry-forward	$0
FUNDS AVAILABLE FOR CARRY-FORWARD TO 2016-2017	**$0**
FINAL REFUND TO OHE	**$0**
Final refund received date	

You are allowed to carry forward or carry back 10% of your initial allocation.

Any refunds received by OHE after March 1st will have an adverse effect on next year's allocation amount.

You are allowed to keep up to 5% of your total student awards as an administrative expense allowance.

You are allowed to carry back 10% of your initial allocation (B8) from 2016-2017 funds to 2015-2016,

Carry forward amount is limited to 10% of your initial allocation (B8).

Please return this amount to OHE no later than July 31, 2016. Mail to:

OHE
PO Box 64449
St Paul, MN 55164-0449

YOU ARE NOT CLOSED OUT UNTIL THIS REFUND IS RECEIVED BY OHE.

2015-2016 Postsecondary Child Care Grant Program End of Year Report

2015-2016 Postsecondary Child Care Grant Program

Student Name	Social Security #	Family Income	Total Family Size	Total Hours Awarded Per Week for All Children	# of Children in Day Care	Total Actual Child Care Cost for Award Period	Total Child Care Grant Award	Amount of Total Award Used for On-Campus Day Care	Amount Total Award Was Increased Due to 10% Infant Care Adjustment
		Totals				$0	$0	$0	$0

1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

Tel: 651-642-0567
800-657-3866
Fax: 651-642-0675

E-mail: info@ohe.state.mn.us
Web: www.ohe.state.mn.us
www.getreadyforcollege.org

MINNESOTA OFFICE OF HIGHER EDUCATION
reach higher

Date: June 17, 2016

To: Postsecondary Child Care Grant Program Representative

From: Brenda Larter, Program Assistant
Financial Aid Programs

Subject: Postsecondary Child Care Grant Program – June Refund/Reallocation

We are now requesting refund/reallocation information for the **Postsecondary Child Care Grant Program.** OHE has created a web-based reporting mechanism for this purpose. You can access the reporting screen at: www.ohe.state.mn.us/surveys/refRealloc/ccg.cfm. Please make sure you select your institution

In order to be considered in the 2015-2016 Postsecondary Child Care Grant Program reallocation process, you must report at the above web site no later than **June 24, 2016.** Please report if you will be sending a refund or need additional Postsecondary Child Care funds.

Number of students on waiting list, you should only report students on a waiting list if you have already awarded your entire allocations. Students with incomplete applications should not be included.

Institutions are allowed to carry forward up to ten percent of your 2015-2016 initial allocation. Institutions are also allowed to keep up to five percent of your total student awards as an administrative expense allowance. This is a year where carry back is allowed. However, since I have a large surplus of funds available, I don't believe carry back is necessary.

All refunds/checks should be accompanied by the OHE refund return form to ensure the funds are credited appropriately. The refund return form can be found at: www.ohe.state.mn.us/mPg.cfm?pageID=1538. Please check with your business office to ensure the refunds are being processed to meet this deadline. Refunds should be returned to:

Minnesota Office of Higher Education
PO Box 64449
St. Paul, MN 55164-0449

Any program funds returned to OHE after March 1, 2016, will have an adverse effect on next year's allocation.

The attached spreadsheet shows:

Institution Name
August Allocation
September Allocation
December Allocation
Initial Allocation
November Reallocation
January Reallocation
March Reallocation
May Reallocation
October Refund
December Refund
January Refund
February Refund
Late March Refund
Late May Refund
Late June Refund
Net Disbursements
Minus Refunded Carried Forward from FY15 to FY 16
Plus Funds Carried Forward from FY15 to FY16
Totals Funds Available
Maximum Allowable Carry Forward (to FY17) / Back (to FY16)

If you have any questions, please contact me.

Request for Infant Care Adjustment to Postsecondary Child Care Grant

STUDENT SECTION

I am hereby requesting that the financial aid office review my Postsecondary Child Care Grant to determine if I am eligible for an adjustment because my provider charges me higher rates for infant care than for children in other age classifications. I give my provider permission to release the rate information requested in the provider section.

Student Name	Student ID Number	Date (month, day, year)
Student Signature		

PROVIDER SECTION

This form is to serve as documentation that the above named student is receiving child care services from _____ for an infant child and is being charged a higher day care rate for infant care than rates charged for children in other age classifications. In accordance with the state law governing the Postsecondary Child Care Grant program, I hereby confirm this day care service does not charge Postsecondary Child Care Grant recipients higher rates than those charged to clients who are not recipients of the Postsecondary Child Care Grants.

The rates charged by the provider for the various age classifications are as follows: (provider may attach pre-printed pricing structure material in lieu of completing this chart.)

Age Classification	Age Range for Classification	Hourly Rate	Daily Rate	Weekly Rate
Infant				
Toddler				
Pre-School				
School Age				

Student is being billed by the: ☐ hour ☐ day ☐ week

Date the student's child will no longer be classified as an infant: (month/day/year)

Provider is a: ☐ home day care service ☐ day care center

County in which provider is located:

Signature of Day Care Provider	Date Signed (month/day/year)

Note: Student must submit form to the Financial Aid Office to request an adjustment to the Postsecondary Child Care Grant Award.

2016-2017 Postsecondary Child Care Grant Program
Conflicting Information Form

Student's Name	School ID Number
Date	

We currently have conflicting information between the income you reported on your FAFSA and your child care costs. In order to process your child care grant application, our office requires the information below. Please estimate to the best of your ability. If an item is zero ($0), please indicate that on the line. Once you have completed the form, please sign and date it and return the hard copy back to our office at:

Student's Estimated Monthly Expenses (for Student and Child)

$_____ Rent
$_____ Utilities (electric, phone, water, etc.)
$_____ Clothing and personal care
$_____ Miscellaneous expense (entertainment, etc.)
$_____ Car (car payments, insurance, maintenance)
$_____ Transportation costs
$_____ Groceries
$_____ Child care
$_____ Other monthly bills, type _____ [ex: credit card]
$_____ Other monthly bills, type _____
$_____ Other monthly bills, type _____

= $_____ **Total Monthly Expenses**

Explanation of how expenses are paid. Please itemize using any income and assets you have. (If you have someone assisting you with expenses, please list that information.) This list should include any support, such as official and unofficial child support, odd jobs or parental support or assistance.

Student Signature	Date (month/day/year)

Provider Verification Form Letter Template

Dear Child Care Provider,

As part of the verification process required for the Postsecondary Child Care Grant program, we are asking you to confirm the information you reported on the child care provider section of the enclosed Postsecondary Child Care Grant application. The student's application will be on hold until you confirm, revise or dispute the information on the enclosed form. This includes notifying our office if you did not sign and provide the information on the student's application. Please sign and mark any revisions on the attached copy and provide the information to our office using one of the methods below.

- Mail: Financial Aid Office
  ABC University
  1800 University Avenue
  Minneapolis, MN 55401
  Attn: Child Care Grant Administrator; **OR**

- E-mail: [childcaregrantadministrator@university.edu]; **OR**

- Fax: [(XXX) XXX-XXXX Attn: Child Care Grant Administrator Name]; **OR**

- Phone: [(XXX) XXX-XXXX Child Care Grant Administrator Name]

Thank you for your assistance.

Student Name:		Transcript Review Date:		SSN	

Transcript Review Spreadsheet for Graduate/Professional Students

Used to Assign Units for Graduate/Professional Coursework for Graduate/Professional Students Applying for the Postsecondary Child Care Grant Program

Quarter Credits					Semester Credits				
College Attended	Term	Year	Attempted Quarter Credits	Units	College Attended	Term	Year	Attempted Semester Credits	Units
				0					0
				0					0
				0					0
				0					0
				0					0
				0					0
				0					0
				0					0
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				0					0
				0					0
				0					0
				0					0
				0					0
				0					0
				0					0
Total Quarter Units:			0.0		Total Semester Units:			0.0	

Total Units at Time of Review:	0.0	FT* Terms of Remaining Eligibility:	2 Sems or 3 Qtrs	

MN Office of Higher Education, June 2016

Four years of full-time (6+ credits) attendance equals 96 units. Schools may exceed the maximum of 96 units by disbursing one more term of Child Care Grant to students attending a school on the quarter system who have not yet exceeded 94.4 units or students attending a semester school who have not yet exceeded 93.6 units.

*Terms of remaining eligibility shown are for a student enrolled for 6 or more credits per term. Student may have more remaining terms of eligibility if enrolled less than full-time.

Minnesota Family Investment Program (MFIP) and Child Care Assistance Program (CCAP) Verification of Benefits

This form is used by county and tribal social service staff and other agency staff to verify Minnesota Family Investment Program (MFIP) and/or Child Care Assistance Program (CCAP) participation for students applying for the Postsecondary Child Care Grant.

Student Name: _____ Birthdate _____

Case Number (if known): _____

Release of Information/Consent: I have applied for the Postsecondary Child Care Grant and give permission to _____ (county name) to release information to _____ (school name) about receipt of benefits.

Student Signature: _____ Date _____

1. **Is student on the Minnesota Family Investment Program (MFIP)?**
   (Please check what type of assistance the student is currently receiving – check only one)
   - ☐ MFIP (Cash)
   - ☐ Diversionary Work Program (DWP)
   - ☐ MFIP Child-Only Grant (FS/Medical)
   - ☐ Not receiving MFIP or DWP
2. **Is student currently receiving benefits through the Child Care Assistance Program (CCAP)?**
   (If yes, please attach a CCAP Notice of Decision or current Service Authorization)
   ☐ Yes ☐ No
   If yes, which type of child care assistance is the student currently receiving?
   - ☐ MFIP Child Care
   - ☐ Basic Sliding Fee Child Care
   - ☐ Transition Year/Transition Year Extension Child Care
3. **If no person is identified to match this request, please check:** ☐

Print Name _____ **Title** _____
Agency _____ **Phone** _____
Authorized Signature _____ **Date** _____

Please return completed form to:
School Name _____ Contact Person _____
Address _____
Email _____
Fax _____ Phone _____