

**2017-2018**

DEADLINE DATE: JUNE 1, 2017

The Child Care Funding program provides child care services for parents returning to school. Students in College/University Transfer, Associate Degree, or Diploma programs may be eligible.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Address  
\_\_\_\_\_  
City State Zip

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

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Marital Status:      Single      Married      Separated      Divorced      Widowed

**EDUCATIONAL INFORMATION:**

Are you a: \_\_\_\_\_ First time student \_\_\_\_\_ Continuing/returning student \_\_\_\_\_ Transfer student

How many hours do you plan on registering for? \_\_\_\_\_ Fall \_\_\_\_\_ Spring

Major: \_\_\_\_\_ Completion date: \_\_\_\_\_

Are your classes seated, online or both? \_\_\_\_\_ **No funding for taking exclusively online classes.**  
(maximum of 2 hybrid classes only & 4 or more seated)

Have you participated in the Wake Tech Child Care Grant before?     Yes     No

**Child Care Provider Eligibility**

Child's Full Name	Child's Age	Date Of Birth	Child Care Arrangements Name, Address, Telephone	Full or Part time	Fees Monthly/ Weekly

Are you receiving day care assistance? \_\_\_\_\_ From what source: \_\_\_\_\_

Have you applied for any other child care assistance other than this grant?  Yes  No

If yes, which agency(ies)? \_\_\_\_\_

Have you applied for childcare services through the Department of Social Services?  Yes  No

## Eligibility Requirements/Responsibilities of the Student

1. Single Parent
2. Homemaker (married) returning to school
3. Demonstrate financial need, and meet the Income Eligibility Guidelines as shown below  
For children 0-5 years.

Family Size	Total Family Monthly Income	Maximum Annual Income
1	1,962	23,544
2	2,655	31,860
3	3,348	40,176
4	4,042	48,504
5	4,735	56,820
6	5,428	65,136

These eligibility standards are adopted from the 2015 Child Care Services Income Eligibility Standards of Wake County Human Services.

1. Maintain a cumulative GPA of 2.0 or better and a cumulative completion ratio of 67% or better.
2. Complete the Free Application for Federal Student Aid (FAFSA) for 2017-2018 and must be eligible to receive the Pell grant.
3. Must be enrolled in College/University Transfer, Associate Degree or Diploma Programs.
4. Schedule an exit interview with child care coordinator when dropping a course and/ or withdrawing from school.
5. Report the following changes within five days: Name, address, and telephone number.
6. Notify the child care coordinator if child is absent for more than 5 days and has not been sick.
7. Submit monthly attendance sheets documenting regular class attendance.
8. Reporting for Mid-Semester and End of Semester Review.
9. Complete the Childcare Assistance Statement.

I certify that the above information is true. I understand that I may be required to provide documents which verify my financial need. I understand that I am responsible for my child care fees that are not paid by Wake Technical Community College. I hereby authorize the Financial Aid Office to obtain information (such as funding information, program eligibility and attendance verification) from the Department of Human Services and/or my chosen daycare center. I agree to inform the Child Care Coordinator immediately if there are any changes in my child care arrangements, my family status, or my student status. **Failure to comply with this agreement will lead to termination from the Child Care Grant Program.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions or require additional information, please contact:

Lana Mangum [lcmanqum1@waketech.edu](mailto:lcmanqum1@waketech.edu) or (919) 866-5489

I, \_\_\_\_\_ am currently  
Student Name

not receiving child care assistance from Department of Health & Human Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID

Subscribed and sworn to before me, this the \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission expires: \_\_\_\_\_

\*This form will not be acceptable if it is not Notarized.

Wake Tech Community College / Financial Aid Office / 9101 Fayetteville Road, Raleigh NC 27603

Fax # 919.662.3529 or Email [faforms@waketech.edu](mailto:faforms@waketech.edu)

## Eligibility Requirements, Policies, and Procedures

### I. Eligibility Requirements

Students who are single, married, unmarried, divorced, separated, or widowed parents.

Students must demonstrate financial need and be eligible to receive the Pell Grant.

- Students must meet the Income Eligibility Guidelines.
- Students must be enrolled in a Diploma or Degree Program.
- Students must be enrolled a minimum of six (6) credit hours. However, students who are enrolled full-time (12 credit hours or more) will be given priority.
- Earn and maintain a cumulative GPA (Grade Point Average) of 2.00 or higher and 67% completion rate.
- Students who have previously participated in the Child Care Grant who are enrolled full-time and are in good standing with the child care grant are given priority.
- Students must maintain satisfactory progress as outlined in the Financial Aid section of the College Catalog and Student Handbook.
- Students must be registered for no more than two hybrid classes.
- Students enrolled exclusively in online classes are ineligible for funding.

### II. How to Apply

- Submit documentation regarding household income, i.e., Department of Health & Human Services, child support, 2016 Tax Return, wages, etc.
- Submit a copy of each child's birth certificate for which you are requesting assistance.
- Submit a copy of your divorce and/or separation agreement(s) and Social Security card.
- All forms must be signed and returned to the Wake Technical Financial Aid Office by the deadline in order to be considered for the grant.

Incomplete applications will not be considered for the grant.

### III. Child Care Grant Award Notification

Approved students are required to meet with the Child Care Grant Coordinator and sign an acceptance letter.

- Students who are not eligible to receive the child care grant will be notified by mail.
- **Students who are eligible but not approved to receive the child care grant will be placed on an Alternate List for the remainder of the academic year. If funding becomes available, students will be notified according to their position on the Alternate List.**

Please note the Child Care Coordinator cannot award until the Child Care Grant budget is received, you may not receive notification until after the Fall semester classes begin. **Please remember to have a backup plan for childcare since all applicants who apply are not selected.**

**Failure to comply with this agreement will lead to termination from the Child Care Grant Program.**

If you have any questions, contact Lana Mangum at (919) 866-5489.

### IV. If assistance is granted, the student will need to:

- Select an approved licensed Child Care Center for child(ren).
- Complete the Child Care Payment Agreement with Child Care Provider. All contracts must be finalized prior to the child(ren) entering daycare.
- Attend class regularly (in compliance with the Wake Tech Attendance Policy).
- Submit monthly class attendance reports signed by the student and each instructor. Failure to do this will terminate your participation.
- Inform the Child Care Coordinator of any changes in class schedule, financial and/or marital status.
- Make sure child(ren) attend daycare regularly (no more than five **unexcused** absences per semester). If your child is absent from daycare, you must provide written documentation regarding his/her absence, i.e., a doctor's note or a written note from you explaining the situation.
- Give proper notification in writing prior to any change in placement or removing child(ren) from the daycare facility. This includes children who have taken extended leave from the daycare.
- Attend a mid- and end-of semester review at the designated times during the semester.

### V. Participants are reminded that

Eligibility will be reviewed each semester. Further assistance will be granted only if:

- Financial need and eligibility is still present.
- Marital status has not changed.
- Attendance records show regular class attendance for the student and their child(ren).
- Student completed the required Merit Points.
- The Child Care Grant will cover a student's full daycare cost for a minimum of one (1) child and up to \$650 per child per month. Daycare costs that exceed \$650 per child per month will be the responsibility of the student.
- Child Care Grant awards do not cover daycare registration fee or fees that a student incurs if they remove their child from the child care facility without giving the required notification.
- Once a student reaches their goal of graduating from a diploma or degree program at Wake Tech, they are not eligible to receive the Child Care Grant for an additional diploma or degree.  
**Funding is contingent upon legislature approval, and not all eligible applicants will receive the child care grant of \$650.00.**

Participant's Signature \_\_\_\_\_

Date \_\_\_\_\_