

UC Davis Child Care Subsidy Program Recipient Handbook 2011-2012

The UC DAVIS Child Care Subsidy Program is designed to partially defray student families' child care expenses during the academic year. The program is funded by student registration fees, a federal grant (CCAMPIS) and contributions from Student Housing.

The UC DAVIS Child Care Subsidy Program is divided into two sections based on the requirements of the funding sources.

1. On-Campus Care

- The CCAMPIS federal grant targets Pell Grant recipients and restricts subsidies to child care provided at licensed and NAEYC-accredited centers that are under the oversight of the university.
 - The eligible centers are: La Rue Park CDC, Russell Park CDC, Hutchison CDC and the Early Childhood Lab School at the Center for Child and Family Studies.
- Children must be enrolled at the centers for Fall Quarter and all registration paperwork must be complete.

2. Off-Campus Care

- The Registration Fee and Student Housing funding allows participants to use the subsidy for the licensed child care provider of their choice.
- Eligible Providers are:
 - Licensed Family Child Care providers:* These programs provide care for 6-14 children in the home of the child care provider and are licensed by State of California Community Care Licensing.
 - Licensed Child Care Centers:* These facilities are specially set up to provide child care services and generally serve a larger number of children than Family Child Care homes. They are also licensed by the State of California Community Care Licensing.
- Subsidies will be available for kindergarten and school-age children only.
- Priority will be given to families whose other children are enrolled in On-Campus care.

General Eligibility Requirements

At least one parent must be officially enrolled and paying registration fees at UC Davis to be eligible for the program. Eligibility does not include Planned Education Leave Program (PELP), UC Davis Extension or Experimental College, filing fee status or auditing classes. Any changes in eligibility must be reported within 5 days.

- Students enrolled at UC DAVIS full-time will be given priority for enrollment. A full-time student is defined as an individual carrying 12 or more quarter units for an undergraduate and 8 or more units for a graduate. A copy of the student's schedule will be required to verify UC DAVIS student status.
- In a two-adult family, one adult must be a full time UC DAVIS student and the second adult must be a full time registered student and/or employed outside of the home. Full time employment is defined as 40 hours a week. Students not attending UC DAVIS must be attending an accredited college or university.
- Self-Employed parents are also eligible for the program. Documentation of self-employment will be required. Examples of documentation are: income tax forms from previous year, copies of personal checks from clients, appointment books of work performed and the City of Davis self-employment forms (Exhibit 1). Documentation will also be required for any deductible expenses.
- Part-time UC DAVIS students (less than 12 units for undergraduate and 8 units for graduate) or full-time UC DAVIS students with spouses in school and/or employed only part-time will be given second priority for enrollment.
- Part-time employment must be no less than 20 hours per week.
- Part-time students will receive 75% of the subsidy allowed for full-time students.
- Each quarter student status will be verified by the UC Davis Registrar to confirm full-time student status. Spouses enrolled at other institutions are required to present completed verification forms from their school Registrar.
- Applicants must have physical custody of their child(ren) and a need for care at the start of fall quarter.
- The program will provide subsidy for children birth to age 13. When a child turns 13, s/he is no longer eligible for the program.

Enrollment Process

- Initial enrollment for fall quarter will be determined by an administrative lottery in mid-September.
- Applicants not selected during the administrative lottery will be placed on a waiting list in the order in which their number is drawn in the lottery.
- Applicants not needing care until winter or spring quarters will be added to the waiting list by date of application behind applicants participating in the administrative lottery for fall quarter.
- Applications received following the administrative lottery will be assigned a place on the waiting list according to eligibility priority and date and time of application.
- Applicants are selected from the waiting list during the year as openings occur.
- To receive an award, all necessary documentation of income and need for child care must be submitted in the manner and by the dates specified during the eligibility verification process.

Income Requirements

Income will be verified at the initial eligibility appointment and each quarter thereafter. Previous summer income will be included in a twelve month average if that is to the advantage of the students.

Participants' gross monthly family income must be at or below the following amounts:

Family size	1-2	3	4	5	6	7	8
Monthly Income	3595	3846	4269	4952	5646	5770	5897
Annual Income	43136	46155	51233	59430	67750	69240	70764

The following items will be included as income:

- Financial Aid
- Employment Income (Gross earnings)

- Child Support/ Alimony
- SSA (Social Security Survival benefits)
- TANF (Temporary Assistance to Needy Families/Cash Aid)
- Veterans Benefits (e.g. GI Bill; Veteran's disability payments not counted)
- TA, RA or Work Study Income
- Income will be calculated over a 9-month period or a 12-month period, whichever is in the best interest of the family.
- All students will have an amount deducted from their income that is equal to tuition and books as determined by the schools registrar. These amounts will be updated yearly or whenever costs increase

Special Situations

- **Special Needs:** It is recognized that when a family has a child or adult with special needs there are increased demands within the family that may warrant special consideration. In these situations, enrollment eligibility and provider use will be determined on a case by case basis.
- **Medical Incapacitation:** If a participant has a medical or psychiatric special need to the extent that their ability to provide normal care for the child is significantly limited, they may also qualify for the subsidy program. In these situations, enrollment eligibility and provider use will be determined on a case by case basis.
- **Foster Care/ Legal Guardianship:** Families with foster children or other legal guardianship of children must have documents showing legal custody of child or children. All family income will be counted toward eligibility.

Child Care Providers

- Families receiving On-Campus Care may only attend the child development programs on the UC Davis campus: i.e., LaRue Park CDC, Russell Park CDC, Hutchison CDC and Early Childhood Lab School.
- Families receiving Off-Campus Care may choose any provider licensed to care for kindergarten and/or school-age children.

- In the event that there is a need to change providers during the quarter, parents must notify City of Davis Child Care Services in writing in advance of the change.
- Information is available to assist parents in choosing quality child care through the Child Care Services, Resource & Referral Program.
- Child care subsidy payments will be made directly to the licensed child care provider with whom the program participant has contracted for child care services. Providers must charge rates to UC Davis participants that are consistent with those rates charged to private clients.
- Subsidies for the 2011-2012 Academic Year are projected to be the following quarterly amounts. These amounts could be more or less depending on program funding.

On-Campus Care

Full-time UC DAVIS Parent (s) reimbursement at 50% of average market rate	Part-time UC DAVIS Parent (s) reimbursement at 75% of full-time parent rate
\$1919 for infants (birth to 2 years old)	\$1439 for infants (birth to 2 years old)
\$1727 for toddlers (2 to 3 years old)	\$1295 for toddlers (2 to 3 years old)
\$1412 for preschool age children (3 to 5 years old)	\$1059 for preschool age children (3 to 5 years old)

Off-Campus Care

Full-time UC DAVIS Parent (s) reimbursement at 50% of average market rate	Part-time UC DAVIS Parent (s) reimbursement at 75% of full-time rate
\$1244 for Kindergarteners	\$933 for Kindergarteners
\$915 for school-age (first grade and up)	\$686 for school-age (first grade and up)

- Participants and providers will be required to sign an agreement indicating the total subsidy per quarter and the anticipated subsidy payment date. A new agreement will be completed each quarter.
- Students receiving the subsidy will be responsible for sending their child care agreement to the UC Davis Financial Aid office.
- Payments to the child care providers will be made quarterly.

- In those situations when the subsidy does not cover the full cost of the child care for the quarter, participants are responsible for arranging payment with their providers for the balance of the child care costs.
- Participants changing child care providers mid-quarter are required to abide by the provider's leave notice policy, e.g. two weeks to one month's notice. If the grant funds have not been exhausted (inclusive of the provider leave notice), the provider will be required to refund any balance to the program.

The latest version of the UC Davis Child Care Subsidy Program Recipient handbook is available on the web at: www.cityofdavis.org/cs/childcare

Please detach and return to Child Care Services-Subsidy Program

I received and understand the policies and procedures of the UC Davis Child Care Subsidy program.

Print Name: _____

Signature: _____

Date: _____