

# ASUO CHILD CARE SUBSIDY PROCESS & POLICIES

*Revised March 2011*

## **BY SIGNING THE APPLICATION YOU AGREE TO ALL TERMS, CONDITIONS, AND POLICIES CONTAINED HEREIN**

1. Student parents fill out a Child Care Subsidy application and submit it to Child Care Subsidy staff. Each application must include:
  - Each student's financial aid award letter; or Immigration Resource Declaration if international student (available from the Office of International Programs)
  - A copy of each child's social security card *and* birth certificate. **International students may submit a copy of a Passport in place of both Birth Certificate and Social Security card.**
  - Student or working status of all household members legally responsible for the children
  - If you or your partner is a GTF, you must turn in a copy of the GTF offer letter
  - If you or your partner attended school during the summer then a copy of the previous year's financial aid award letter is required
  
2. Subsidy staff calculates the amount of subsidy each student will receive based on the following need formula that was developed in conjunction with the UO Financial Aid Office.
  - a. Expenses include: tuition and fees, estimated cost of supplies, extraordinary expenses, allowances for each child, and expenses for either a one or two parent household.
  - b. Assets include: income, grants and scholarships, and other financial resources.
  - c.  $(\text{Expenses} - \text{Assets}) = \text{the student's need level}$ . The following chart shows the need level brackets and the corresponding percentage:

NEED*	% OF CARE COST SUBSIDY CAN PAY
\$ 2,100 to 14,550	<b>20%</b>
\$ 14,551 to 20,100	<b>30%</b>
\$ 20,101 to 26,000	<b>40%</b>
\$ 26,001 and above	<b>50%</b>

\* Need is the estimated level of unmet household expenses

3. Student parents registered at the University of Oregon all pay the full student-incidental fee (regardless of full-time or part-time status) and therefore are eligible for their full assigned subsidy percentage so long as they are enrolled in fee based courses at the university. Students will receive subsidy based on their percentages from the subsidy need formula.
  
4. Ceilings will be applied as follows:

Age	Maximum per month
<b>0-24 months</b> <i>(Birth through 24months/2 years of age)</i>	<b>\$ 750</b>
<b>25 months–3 years</b> <i>(25months through end of 3<sup>rd</sup> year/48months)</i>	<b>\$ 725</b>
<b>4-6 years</b>	<b>\$ 575</b>
<b>7-12 years</b>	<b>\$ 370</b>

5. To receive subsidy, all student parents must submit a completed reimbursement form and a receipt for the amount of paid child care for each month. The pre-numbered official receipt must include and specify the amount that has **already been paid** for **each child**, as well as the **month of care**. **Child Care Subsidy will NOT accept multiple reimbursements for the same month.** *This means if you pay for child care bi-monthly, you will need to wait until you have both receipts for the month, and then submit them together.* Subsidy staff then processes the reimbursement and the parent receives a check for their percentage of that month's child care. **Claims are due at the Subsidy or ASUO office within 3 months of the month of payment.** **Subsidy will NOT accept incomplete Reimbursements – Do not submit your reimbursement form until you have the receipt.** Note that only reimbursements for care already paid for will be accepted.

6. For student parents using Moss Street or the Co-op Family Center, subsidy is taken out automatically and no reimbursements are necessary. **But if you have an additional childcare provider you cannot be added to the group bill. You will need to submit a monthly reimbursement with all childcare providers used in the month, with according receipts.**

Note: International students must still submit a reimbursement each month as described in Policy #5

7. Subsidy reimbursements are based on the final cost that the parent must pay. If a student receives child care benefits from another source (ex: AFS, DHS, 2<sup>nd</sup> child discount), these benefits are applied first. Subsidy is then applied to the remaining balance. Note: co-oping is not considered a child care "benefit." Costs of care that may be subsidized are not reduced by co-oping.

8. Child care providers must be registered with the state of Oregon. If the child care provider is not state certified or registered, a background check is required. Instructions can be obtained in the subsidy office or online at <http://www.uoregon.edu/~ccsub/backgroundcheck.pdf>. The process takes approximately 2 weeks and costs \$10. **While waiting for a background check, student parents need to turn in reimbursements by the deadline.** The reimbursements will be processed once the background check is submitted.

NOTE: Providers who have a criminal background may be rejected according to the criteria established under Oregon Law and Administrative Rule. Any provider with a history of physical violence is not eligible.

9. There will be no subsidies for programs or schools whose primary function is to provide instruction limited to a specific subject area or thematic focus.

10. For first grade and above, no subsidies will be issued when a public school alternative is available on a regular basis.

11. Households in which one adult member is not in school or working will not be eligible to receive subsidy. Exceptions may be made for extenuating circumstances, however they must be granted through the process described in #12.

12. The ASUO Child Care Task Force will consider exceptions to these rules on a case-by-case basis. The student parent requesting the exception must submit a "Request for Exception" form to the ASUO staff for referral to the Child Care Task Force.

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*Child Care Subsidy*

ASUO Executive Office EMU Suite 4

1228 University of Oregon, Eugene OR, 97403-1228

ph: (541) 346-0632 - fax: (541) 346-0620

email: [subsidy@uoregon.edu](mailto:subsidy@uoregon.edu) - website: <http://www.uoregon.edu/~ccsub/>

ASUO CHILD CARE SUBSIDY  
**APPLICATION INFORMATION**  
2011-2012

**\*\*\* The subsidy year is July 1- June 30. Applications are available by June 1<sup>st</sup> each subsidy year.**  
**Applications must be resubmitted each year.** (Birth certificates & social security cards are kept on file).

In order to process your application, we need the attached form filled out completely and signed. Include information about any adults with legal responsibility for the children who live in the applicant's household. The application will not be processed until the application form and all supporting documents have been received.

To apply, submit a completed application along with the following documents:

**U.S. Residents Checklist:**

- A copy of your 2011-12 financial aid award letter. If spouse/partner is also a student, turn in a copy of his/her financial aid award letter. Your application will not be processed until the letter is received.
- If enrolled in summer 2011 courses, also submit the updated summer 2010-2011 financial aid award letter.
- A copy of the Social Security card for each child within your household (whether or not they will be receiving child care).
- A copy of the Birth Certificate for each child within your household (whether or not they will be receiving child care).
- If applicant and spouse/partner have different last names, you must also complete a domestic partnership form, or turn in a copy of the marriage certificate.
- If you or your partner is a GTF, you must turn in a copy of the GTF offer letter.
- Additional documentation may be required upon request.

**International Students Checklist:**

- A copy of the financial statement that you provided to the University at the time of admission (I 20). A financial aid award letter does not need to be submitted.
- A copy of the passport** or birth certificate and social security card must be provided for each child within your household (whether or not they will be receiving child care).
- If applicant and spouse/partner have different last names, you must also complete a domestic partnership form including documentation that you are living at the same residence, or turn in a copy of the marriage certificate.
- If you or your partner is a GTF, you must turn in a copy of the GTF offer letter.
- Additional documentation may be required upon request.
- If you receive an acceptance letter to the Subsidy Program, it will be necessary (unless you have previously done so) to go to the UO Accounts Payable Office (Oregon Hall, first floor) and fill out the International Student tax information forms. Subsidy reimbursements will not be processed until these tax forms are completed. Be sure to take your passport with attached I-94 form.**

**Applicants must provide written notification of any of the following changes:**

- ◆ The addition of a child (must also turn in a copy of his/her birth certificate and social security card)
- ◆ Changes in: income, student status, address, phone number, e-mail, etc.
- ◆ The Subsidy "Change Form" is available in the Subsidy office or online.
- ◆ Changes in family status such as marriage or divorce, custody, etc.

**Be Aware that:**

- ◆ Subsidy will be awarded on a first come, first served basis. Once subsidy is full, additional applicants will be placed on a waiting list in case funds become available later in the year.
- ◆ **Subsidy will not be granted without birth certificate(s), social security card(s) and financial aid award letter(s).**

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Complete the attached application and return to:

*Child Care Subsidy*  
ASUO Executive Office EMU Suite 4  
1228 University of Oregon, Eugene OR, 97403-1228  
ph: (541) 346-0632 - fax: (541) 346-0620

## ASUO CHILD CARE SUBSIDY APPLICATION INSTRUCTIONS 2011-2012

Please read through the following information prior to or while filling out the application. This answers many of the questions that arise from the application. Filling out the application properly and attaching the required documentation makes the process much quicker and easier for both the subsidy staff and the student parents.

### Front Page:

- Be sure that the student ID, email address, and mailing address are correct and written clearly.
- If applicable, be sure to include the name of the other parent/partner. We must know if he/she is a student, working, or participating in some other training or educational program. If the other parent is a student at another school (LCC, NCC, OSU, etc) we will need a copy of their 2011-12 financial aid award letter, tuition expenses, and **class schedule for each term**.
- Write the names AND social security numbers AND birth date of all children whether they will be using subsidy or not (the number of children affects your need level, so it is important that we have information for all of them).
- If marking Domestic Partnership, you need to turn in the Spouse/Spousal Equivalent form (available in the subsidy office or online) with appropriate documentation (instructions are on the Spousal Equivalent form).
  - NOTE: If you are married but you and your spouse have different last names, you need to submit either the Spouse/Spousal Equivalent form or a copy of your marriage certificate.

### Back Page:

- If you or your partner is a GTF, you must turn in a copy of the GTF offer letter.
- Under “Other Sources of Income” indicate whether the amounts are per month or per year, and identify the source.
  - NOTE: Loans are NOT included in this section
- Under “Assets” do NOT include funds in your bank account that have come from student loans. Be sure to mark the source of other investments (additional documentation may be needed).
- Documentation is required to verify tuition at another institution or any extraordinary expenses.
- Funds should NOT be counted in more than one place.

### Remember to:

- Sign and date the application
- Submit copies of your children’s social security cards and birth certificates (copies can be made in our office)
- Submit your (and partner’s, if a student) 2011-12 financial aid award letter
- If you and/or your partner are enrolled in summer courses, also submit the updated 2010-11 award letter showing aid for the summer
- Submit any other necessary documentation

Type of Credits Su F W Sp | Resources Need Level %  
 1. \_\_\_\_\_ | \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 2. \_\_\_\_\_ | M Stat \_\_\_\_\_ # Dppts \_\_\_\_\_

<b>Date Received:</b> _____ <b>Received By:</b> _____
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Date Letter Sent: \_\_\_\_\_

Office Use Only above this line.

## ASUO CHILD CARE SUBSIDY APPLICATION & RELEASE FORM 2011-2012

*Please Print Clearly*

Please check care provider, if known:

Moss Street       CO-OP       OTHER: \_\_\_\_\_

(\*fields are Required)

**\*STUDENT PARENT Name** \_\_\_\_\_

Employer \_\_\_\_\_

\*Student ID No. \_\_\_\_\_ \*E-Mail \_\_\_\_\_

Pell Grant Eligible: yes  No

*Street / Box # _____ *City _____ State _____ *Zip _____ *Home Phone _____ *If International student, Country : _____
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**OTHER PARENT/PARTNER Name** \_\_\_\_\_ Student at UO: yes  No   
*(If Applicable)*

Employer or Educational Institution \_\_\_\_\_

Student ID No. (If Applicable) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Children's Name(s)** List all children, even if not in childcare. (Attach copy of S.S. card and birth certificate)

- (1) \_\_\_\_\_ SSN \_\_\_\_\_ Birth date \_\_\_\_\_
- (2) \_\_\_\_\_ SSN \_\_\_\_\_ Birth date \_\_\_\_\_
- (3) \_\_\_\_\_ SSN \_\_\_\_\_ Birth date \_\_\_\_\_
- (4) \_\_\_\_\_ SSN \_\_\_\_\_ Birth date \_\_\_\_\_

**\*Complete all Application forms, then read below and sign\***

**BY SIGNING THIS FORM, I give the Financial Aid, Registrar's and International Offices permission to release information necessary for determining eligibility to the Associated Students of the University of Oregon. I also understand that providing inaccurate information shall constitute fraud and may result in my disqualification from the ASUO Subsidy Program and further disciplinary action as appropriate. I certify that I have read the above notice regarding the selection and use of a child care center and understand that I am solely responsible for selecting an appropriate program or center for my child or children.**

<b>* SIGNATURE of Student Parent:</b> _____ <b>Date:</b> _____
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NOTICE: The ASUO cannot make any recommendation, endorsement or representation regarding the qualifications or suitability of University affiliated or off-campus child care centers subsidized by the ASUO Child Care Subsidy Program. Students who select and use any child care center subsidized by the Program should do so upon his or her own examination, inquiry and observation and according to his or her own discretion and personal judgment.

*In order to determine your Child Care Subsidy eligibility, you must complete this form. Consult attached instructions for clarification as needed. Failure to provide accurate information will result in your disqualification from the program.*

STUDENT NAME (Please Print): \_\_\_\_\_

## Tuition Expenses

### Student Applicant's TUITION/ENROLLMENT

Student Status (check one): \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ GTF \_\_\_\_\_ Law

Paying Tuition As: \_\_\_\_\_ Resident \_\_\_\_\_ Non-Resident

Terms Enrolled In School:  Summer 2011  Fall 2011  Winter 2012  Spring 2012

### *Student's Partner (If Applicable)*

Student Status (check one): \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ GTF \_\_\_\_\_ Law

Paying Tuition As: \_\_\_\_\_ Resident \_\_\_\_\_ Non-Resident

Terms Enrolled In School:  Summer 2011  Fall 2011  Winter 2012  Spring 2012

**HOUSEHOLD**

<b>Marital Status:</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Domestic Partnership ( <i>additional form required</i> ) <b>Number of Dependent Children:</b> _____
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**OTHER EXPENSES AFFECTING YOUR NEED**

Tuition for other ed. institutions for parent  
(identify and attach documentation.) \_\_\_\_\_

Extraordinary Expenses  
(i.e. medical, special training, specialized ed. for children-  
identify and attach documentation) \_\_\_\_\_

**Income**

**AMOUNT OF INCOME** (*July 2011 – June 2012*) **\*\* Annual Amount \*\***

Student's Wages/Salary (**before taxes**)  
(Include work-study and GTF income) \_\_\_\_\_

Partner's Wages/Salary (**before taxes**)  
(Include work-study and GTF income) \_\_\_\_\_

Social Security Benefits \_\_\_\_\_

Child Support \_\_\_\_\_

Veteran Educational Benefits \_\_\_\_\_

Grants and Scholarships (**do not include loans**) \_\_\_\_\_

Other Income and Benefits (**Specify /circle source**)  
(Family Assistance, Governmental Aid, WIC, food stamps,  
Temporary Assistance for Needy Families (TANF), Gifts, other) \_\_\_\_\_

**CURRENT ASSETS**

Cash and Bank Accounts (**exclude loan funds**) \_\_\_\_\_

Other Investments (**excluding home**)  
(**Specify Source**) Mutual funds, CDs, IRAs and other retirement/pension  
funds, non-residential real estate, stocks and bonds, other \_\_\_\_\_

**OTHER RESOURCES**

Childcare Assistance  
(**Specify source**) (AFS, ERDC, Student Block Grant, other) \_\_\_\_\_

**ADDITIONAL DOCUMENTATION MAY BE REQUIRED**

**Once Completed, Send application and required documentation to :**

*Child Care Subsidy*  
ASUO Executive Office EMU Suite 4  
1228 University of Oregon, Eugene OR, 97403-1228  
ph: (541) 346-0632  
email: [subsidy@uoregon.edu](mailto:subsidy@uoregon.edu) - website: <http://www.uoregon.edu/~ccsub/>