

**POLICIES GOVERNING
STUDENT USE OF THE
CHILD CARE TUITION ASSISTANCE PROGRAM
(CCTAP)**

Revised April 2007

The mission of CCTAP is to recruit and financially assist eligible student parents enrolled at UW-Madison with child care fees through:

- student-funded awards for quality * licensed/regulated child care while the student attends class or works outside the home, and
- a supportive and welcoming environment that assists with degree completion.

*Children must be in licensed care, (center or in-home) BEFORE applying for CCTAP funding. All in-home providers must complete a required W-9 federal tax form provided by the CCTAP office and have a social security number. International providers must also provide a copy of a current work permit.

1. **STUDENT ELIGIBILITY:** UW-Madison students must meet eligibility guidelines to receive CCTAP funding. Awards are based on several factors indicated below:

Income Eligibility: Low income, based on prior year's federal income taxes, present resources with the greatest need for funding.

- Total family income/assets (taxable and non-taxable e.g., tuition remission and I-20 assets are counted as income)
- Government assistance (federal financial aid, grants, SSI, VA benefits etc.)
- Other resources and benefits (child support, city or county assistance, student assets and/or non-working parent/partner/family member at home).

Academic Credits Eligibility: Full or part-time enrollment is verified through ISIS (Integrated Student Information System). Below are guidelines CCTAP uses:

- To be eligible for CCTAP funding, students MUST take a minimum of 3 academic credits per semester; for summer session, see below. Academic credits are those required to fulfill degree completion in your chosen field of study. CCTAP funding does not cover non- credit courses.
- Graduate Dissertators: Students may receive CCTAP funds as Dissertators for 10 semesters, plus summer sessions; dissertators must be enrolled for 3 credits for summer CCTAP funding.

Academic Year:

1. Undergraduates: full CCTAP award, 12 or more credits; part- time CCTAP award, 3-11 credits.
2. Graduate students: full CCTAP award, 8 or more credits; part- time CCTAP awards, 3- 7 credits.
3. Dissertators: 3 credits.

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Summer Session:

1. Undergraduates: full CCTAP award, 6 or more credits; part-time CCTAP award, 3-5 credits.
2. Graduate students: full CCTAP award, 4 or more credits; part-time CCTAP award, 2-3 credits.
3. Dissertators: 3 credits.

Student Parent Status Eligibility:

- CCTAP is intended to **serve low-income students with the greatest need** and provide financial assistance toward child care fees in order for the student to complete their degree.
- All categories of UW-Madison students with children (birth to 12 years) are eligible to apply. **NOT ALL STUDENTS ARE ELIGIBLE.**
- Award amounts vary based on the number of children in care (up to 3 children maximum), and type of care; e.g., infant care versus after school care.
- CCTAP is a family award; one parent must be enrolled as a student at UW-Madison. If both parents are enrolled at UW-Madison, only one parent is eligible to apply. In all instances, financial information is required of both parents.
- CCTAP does not provide awards to parents who care for their child within their own home.

Single Parent Awards are granted to those student parents when:

- The UW student's child resides with the UW single student parent who is the primary or sole individual responsible for the child's physical and fiscal care; or
- The UW single parent student applying for CCTAP funding provides for (and can verify) a minimum of 50% of the child's financial support while the child resides outside the UW student's home and is not in his/her full time custody or care.

Children Eligible for Support:

- CCTAP offers funding for children (up to 3 children) birth to age 12, who are enrolled in a licensed day care center or a*regulated family child care center in the state of Wisconsin and are the child(ren) of a UW-Madison student.
- Awards are based on a family's income and assets, number of graded enrolled credits and the type of care utilized, e.g., infant care is more expensive than after school care.
- Respite families are those who have an adult caregiver in the home. These families may apply for child care support (through CCTAP) for socialization, language acquisition, early education-within licensed/ regulated child care. Respite awards are **NOT** subject to the same benchmark as student parents who must have child care to complete their degree.

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- CCTAP Special Needs criteria: Additional funds may be awarded to a student parent who has a child with special needs and is in child care. The child must have a diagnosis and/or recommendation by a relevant professional stating the child has a developmental need that would require additional assistance for continuity of care and/or a special needs classroom. Certain criteria must be met through the cooperating provider to receive this extra award.
2. **CHANGES:** It is the responsibility of the student to notify the CCTAP office within 10 days of any of the following changes; address, student enrollment and/ or student status at UW-Madison, or early withdrawal from child care. Any of these changes will affect your CCTAP award.
 3. **DEADLINES:** CCTAP works diligently to notify and publicize CCTAP, striving to reach all student parents. Deadlines are provided to keep the program moving each semester so that budgeting and utilization can be routinely evaluated. However, in cases of late applications involving lack of knowledge of the program, CCTAP will make every effort to be of service to the student parent.

For operational and budget purposes, CCTAP maintains the following schedules:

- Applications must be complete and received (or post-marked) by the CCTAP office during drop-off hours 8:00 a.m.-3:30 p.m. and by the deadline for funding consideration;
- CCTAP awards must be accepted (picked up) in the CCTAP office by the deadline to receive an invoice for funding.
- Invoices must be received by the due date for payment to occur; CCTAP begins a new budget year on June 1st and cannot pay any invoices after the May invoice deadline from the prior budget year.

	Student Application Due in CCTAP Office by:	Student Accepts CCTAP Award by:	Student provides completed Invoice to CCTAP Office by:
Summer	June 1	July 1 or last Friday in June	Date identified annually
Fall	August 15 (October 15-new applicants)	October 31 or last Friday in October	Date identified annually
Spring	January 15 (February 15-new applicants)	March 31 or last Friday in March	Date identified annually

Please note: If the due date falls on a weekend, the application is due (or postmarked) by Friday preceding the due date.

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- 4. LATE APPLICANTS:** Students who apply late or do not accept CCTAP awards on time, will be considered, but are not guaranteed. A ½ award will be granted for the semester.
- 5. INVOICING:** The CCTAP award must be used for actual child care expenses incurred during the semester it is received. Un-expended funds do not carry over into the next semester.
 - One invoice is given to a student except when a student has more than one child in care and each child is enrolled at a different center, the cost of care for each child must exceed more than \$50.00 for each semester.
 - One provider change can be made on an invoice.
 - CCTAP will process all invoices received on time. All recipients will receive email notices and reminders of due dates. Sorry, late invoices cannot be paid.
 - Prior to payment the CCTAP office will verify UW student status, credit load, child care provider status and total child care fees for the semester.
 - Lost invoices are replaced only after the student reports the missing invoice to the CCTAP office and a 15 day waiting period.
- 6. LICENSED/REGULATED PROVIDERS:** CCTAP funds ONLY licensed/regulated child care centers and/or in-home providers. **All in-home providers must provide a copy of their license or certification, S.S. number and complete a W-9 form. (provided by the CCTAP office)**
Information regarding a provider's status can be verified by the 4C's office (608-271-9181).
- 7. WORK PERMIT:** International in-home providers must have a valid and current work permit and a social security number for payment to occur. A copy of each document must be submitted to the CCTAP office.
- 8. APPEALS:** Students, who wish to appeal a decision made by the CCTAP office, may have their appeal reviewed by the CCTAP Advisory Board. Students choosing to appeal, should write a formal request to the Office of Child Care and Family Resources;
Attention: CCTAP APPEALS, Room 148, 611 Eagle Heights, Madison, WI 53705.
Appeals will be heard and voted on at the November or April advisory board meeting. Students will be informed of the advisory board's consensus vote by the CCTAP Administrator.

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- 9. CCTAP ADVISORY BOARD:** Votes on child care awards based on prioritizing student and family status, reviews the proposed annual CCTAP budget and any current issues that may occur during each semester. The CCTAP Advisory Board is comprised of 80% student volunteers. Advisory board members serve 1-2 year terms and meet 3-4 times annually.
- 10. KIDS-KARE PROGRAM:** Provides sick, back-up, and evening care to student parents who have applied and are eligible for CCTAP funds who:
- Are single parents without any familial support;
 - Would miss work or school without these support services;
 - Are enrolled in required evening classes, labs, or exams and do not have a caregiver in the home.

No summer programming is currently available; Kids-Kare services are not available to those CCTAP student parents who have a caregiver in the home.

Students must apply in advance every academic year (fall or spring by deadline) for all support services noted, e.g., sick, back- up and evening care.

A registration fee and/or hourly co-pay may be applicable.

More information and an application are available in the CCTAP office or on the Web site at www.wisc.edu/occf.

**The CCTAP office holds the right to deny service to any student parent who falsifies any information. Please call the CCTAP office with any questions or concerns at (608) 265-9662 or
Email: jjenningscurrier@provost.wisc.edu**