

**Policies governing student eligibility for the use
of the Child Care Tuition Assistance Program (CCTAP)
Updated October 2018**

I. Goals of the CCTAP Program

Provide financial assistance to income eligible student parents for their child care expenses in order to:

- A. Encourage student parents/families to choose consistent, high quality child care.
- B. Enable student parents to make academic progress towards their degree.
- C. Focus attention on and support positive family and academic responsibilities.

II. CCTAP Family Grant Policies

- A. The OCCFR has the right to deny service to any student parent who falsifies any information provided to the office and any family who does not adhere to CCTAP or center/provider policies.
- B. All CCTAP awards are issued based on fund availability.
- C. All students have the right to appeal any CCTAP decision for further consideration. The decision is final.
- D. CCTAP consults with the Office of Student Financial Aid to determine eligibility policies. There may be circumstances in which CCTAP requests additional documentation to better understand student families' needs/situations.
- E. CCTAP may consult with any child care providers listed on a student's application to request additional information to better understand student families' financial/behavioral needs/situations.
- F. CCTAP is a family award; only one full CCTAP award may be issued per family, even if both parents are UW students.
- G. In instances of divorce where parents share custodial placement or financial responsibility for the child's expenses, 1) a full CCTAP award is credited to both parents or 2) the CCTAP award is reduced for the student parent's portion of the child care bill.

III. Program Eligibility

- A. Applicant must be a UW-Madison student seeking child care financial assistance for up to 3 children ages 0-12; and
- B. Applicant must meet income eligibility guidelines; and
- C. Selected child care must meet provider requirements
 - 1. Child care providers **must** be in Wisconsin and state-licensed and/or accredited (city/national). The only exception to this rule is for center-based care that is part of an elementary school which does not require state licensing. **Higher awards are given to families that choose an accredited provider.**
 - 2. Child care providers must have a W-9 form on file with OCCFR. Family child care providers who are not US citizens must provide the OCCFR with a W8-BEN, valid work permit, visa, and I-94 before an invoice will be issued.
 - 3. Students must use at least 10 weeks of licensed/accredited child care per semester (Fall/Spring) in order to receive a full CCTAP award. Students receiving an award during the summer term must use at least 8 weeks of child care to receive the full award.
- D. Minimum credit load required for eligibility:
 - 1. Undergraduate students: 3 credits during any term
 - 2. Graduate students: 3 credits during Fall/Spring term, 2 credits during summer term (load exceptions are taken into account)
 - 3. Students receiving **respite* awards must have a full-time student status;
 - * If an applicant is eligible and their spouse is available more than part-time to provide child care, a small socialization grant, also called a respite award, may be issued for children under the age of 4 years old.
- E. Priority is given to CCTAP eligible students for up to ten (10) regular semesters (Fall/Spring) plus 5 summer sessions.
- F. CCTAP awards are granted to single parents when the 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 single student parent applying for CCTAP 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.

IV. Application Regulations

- A. Student parents must complete an online eligibility application each term and submit their previous year's tax forms (if required to file) with their first application in an academic year (summer through spring).
- B. The student parent must present the original birth certificate/passport of each child for whom funding is being requested. Staff will record information and return the birth certificate/passport to the parent.

V. Award Amounts/Award Levels/Payments

- A. Student parent award amount is determined by a variety of criteria including but not limited to: income, family status, degree career, credit load (verified by SIS), age and number of children in care and provider choice.
- B. Additional funds may be available for children with special needs if that special need is verified by a professional consultation (ie: pediatrician, speech/OT, ECE Special Education) and if funds are available.
- C. CCTAP Award Letters will be issued once a completed application is processed. Present this letter to your provider to devise a payment plan. Invoices are then issued once we verify credit loads (see dates on website).
- D. Awards cannot be issued retroactively for child care used in previous semesters unless approved by OCCFR.
- E. Student parents may submit their completed invoice via U.S. mail, email, fax, or by bringing it to the office. It is the student parent's responsibility to insure the invoice is received by the semester deadline. Late invoices cannot be processed.

VI. Student/Family Expectations

- A. Students receiving CCTAP understand that UW-Madison does not assume liability for any act or any omission by any person providing care for their child(ren)
- B. It is the responsibility of the student parent to contract for services directly with the selected provider, and he or she is responsible for any payment balance beyond what is covered by CCTAP
- C. Students/families receiving CCTAP are expected to:
 - 1. Provide accurate information on all CCTAP materials.
 - 2. Work productively, positively and respectfully with the OCCFR and child care center staff to ensure the best outcomes for all involved.
 - 3. Abide by center policies to resolve problems and issues of concern.
- D. Student parents are responsible for monitoring the quality of care their child(ren) receive(s) from the provider(s) they select.
- E. Student parents are responsible for understanding the center policies and contracts and to abide by those documents. CCTAP cannot be held responsible for any late fees, deposits, or additional fees as a result of a student's failure to comply with center contracts and/or policies.
- F. Failure to meet these standards may result in the loss of CCTAP, center and/or OCCFR financial support.

VII. Appeal Process

- A. If students are found ineligible or have extenuating circumstances for consideration, students may submit an appeal.
- B. Students will be notified of the appeal decision no later than three weeks after the start of the semester. The decision is final.
- C. Appeals are always based on the availability of funds.

VIII. School/Family Changes

- A. Student parents found eligible and receiving a CCTAP award are responsible for notifying the office within 10 days of any change such as: student enrollment, provider, household employment, credit load, county funding, etc.
- B. Student parents could see a change in their initial award amount if their credit load changes after the start of the semester and prior to the last drop date in the semester.
- C. Student parents could see a change in their initial award amount if there is a change in provider.
- D. Office representatives will notify student parents of award changes as quickly as possible, but no later than two weeks from the student parent's notification to the office.

IX. CCTAP Advisory Board

- A. The Advisory Board provides feedback on the proposed CCTAP budget, family award priorities and recommends changes/improvements to the program.
- B. The board consists of:
 - 1. Two or three meetings each fiscal year.
 - 2. At least 80% voting members are students representing diverse groups, e.g. undergrads, grads, single parents, married, international, etc.
 - 3. Voting representatives from each of the Office of Student Financial Services and the Office of Child Care and Family Resources.
- C. Student parents interested in serving on the board should submit their names to the OCCFR for consideration each September 1.
- D. Student parents will serve either one or two year terms in order to allow some degree of consistency from year to year.

To view/print these policies on our website, please visit <http://occf.wisc.edu/cctap.html>.