

Procedures Governing Student Eligibility and Use of Child Care Tuition Assistance Program (CCTAP)

Revised October 2018

Office Operating Procedures:

- Office staff will ensure current application, instructions and deadlines will be available on the OCCFR website.

Application processing:

- Students must complete a new CCTAP online application each academic term
- Eligibility will be determined by: income information obtained from federal tax forms (and/or supplemental income form), number of semesters receiving CCTAP (not to exceed 10 regular semesters), family/student status, and number and ages of children.
- Applications cannot be processed until tax/income documentation has been received. Once received, applicants will be notified of their eligibility status within 2 weeks.

Securing a CCTAP award *each* semester/term:

- Eligible CCTAP students must log on to their CCTAP account and submit a new application for each term in which they seek funding
- Once the application has been approved and funding confirmed, the student will be notified via their CCTAP account and/or email account. This will include:
 - Eligibility status
 - Instructions for viewing/printing award letter (if funds are available) **OR**;
 - Waitlist status (if funds were not available)

Invoice Processing:

- Once credit loads can be verified in SIS (~ 6 weeks before the last day of classes), an official CCTAP Provider Invoice will be available in each student's online CCTAP account. Students must:
 - Log into their CCTAP account to create/print their invoice
 - Submit invoice(s) to approved provider(s) for completion and signature
 - Review invoice for accuracy, then sign and return to OCCFR office by deadline posted on the website and included in student parent letters. These deadlines are defined as the last day of exams for fall/spring terms and the last day of the 8 week session in the summer.
- Full-time versus part-time status will be based on the following—
For the academic semester:
 - Undergraduates—full-time award is 12 or more credits
 - Undergraduates—part-time award is 3-11 credits
 - Graduates—full-time award is 8 or more credits or 3 dissertator credits
 - Graduates—part-time award is 3-7 creditsFor the summer session
 - Undergraduates—full-time award is 6 or more credits
 - Undergraduates—part-time award is 2-5 credits
 - Graduates—full-time award is 4 or more credits or 2-3 dissertator credits
 - Graduates—part-time award is 2-3 credits

Load exceptions verified in SIS will be used to determine final enrollment status.

- Office will insure that W-9 federal tax form is on file with UW-Madison Business Services (Jose A. Carus, Jr., 21 N. Park Street, Room 6101) with a copy to be kept at OCCFR prior to processing invoices for payment.
- Office will verify that center and individual providers are licensed and/or accredited prior to approving a student's CCTAP award and sending an invoice to the student parent.
- Office will verify that international in-home providers have a valid and current work permit and a social security number for payment to occur. A copy will be kept at the OCCFR.

CCTAP Advisory Board

- The Advisory Board provides feedback on the proposed CCTAP budget, family award priorities and recommends changes/improvements to the program.
- The board consists of:
 - Two or three meetings each fiscal year.
 - At least 80% voting members are students representing diverse groups, e.g. undergrads, grads, single parents, married, international, etc.
 - Voting representatives from each of the Office of Student Financial Services and the Office of Child Care and Family Resources.
- Student parents interested in joining the advisory board may contact CCTAP staff for additional information.
- Student parents will serve one or two year terms to allow some degree of overlap year to year.