



**POLICIES GOVERNING THE CHILD CARE TUITION ASSISTANCE PROGRAM(CCTAP)  
UPDATED JULY 2022**

**I. Goals of the CCTAP Program**

- A. Provide financial assistance to income eligible student parents for their childcare expenses to:
- B. Encourage student parents/families to choose consistent, high quality childcare.
- C. Enable student parents to make academic progress towards their degree.
- D. Focus attention on and support positive family and academic responsibilities.

**II. Application Requirements**

- A. Student parents must apply for CCTAP 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. Birth certificate information is saved in the student's CCTAP account and will carry forward each semester.
- C. Students must use at least **10** weeks of licensed childcare per semester (Fall/Spring) to receive a full CCTAP award. Students must use at least **6** weeks of licensed childcare during the CCTAP summer term to receive the full award.
- D. Students receiving CCTAP funding are required to fill out a feedback survey at least once per academic year**

**III. Program Eligibility - Students**

- A. Applicant must be a UW-Madison student enrolled in a degree program
- B. Applicant must meet income eligibility\* and credit load guidelines
  - \*CCTAP consults with the Office of Student Financial Aid to determine income eligibility policies. There may be circumstances in which CCTAP requests additional documentation to better understand student families' needs/situations.*
- D. Applications cannot be approved and will remain in pending status if no *eligible* provider is listed.
  - 1. Minimum credit load required for eligibility (based on Registrar's policy):**
    - a) Undergraduate students: 3 credits during Fall/Spring term, 2 credits during summer term
    - b) Graduate students: 3 credits during Fall/Spring term, 2 credits during summer term (load exceptions are considered). Please refer to table for complete credit requirements:

CREDIT LOAD REQUIREMENTS FOR CCTAP				
ACADEMIC LEVEL	FALL/SPRING		SUMMER	
	PART TIME	FULL TIME	PART TIME	FULL TIME
Undergrad	3	12	2	6
Graduate(non-dissertator)	3	8	2	4
Dissertator	3	3	3	3

The part-time credit loads listed are the minimum required to be eligible for a part-time CCTAP award

## 2. Appeal Process

- a) If students are found ineligible or have extenuating circumstances for consideration, students may submit an appeal. Eligible students may appeal for additional funds, *if available*.
- b) Students will be notified of the appeal decision no later than three weeks from the date of the appeal.
- c) All appeal decisions are final.
- d) Approved appeals are always based on the availability of funds.

## IV. Program Eligibility - Providers

- A. Selected childcare provider must meet the following requirements:
- B. Childcare 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.
- C. Childcare providers must have a W-9 form on file with OCCFR.
- D. Family childcare providers must be state-licensed; *certified* family providers are not eligible to receive CCTAP funds.
- E. Family childcare 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.

## V. CCTAP Family Award Policies

- A. All CCTAP awards are issued based on fund availability.
- B. 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.
- C. CCTAP may consult with any childcare providers listed on a student's application to request additional information to better understand student families' financial/behavioral needs/situations.
- D. CCTAP is a household award; only one full CCTAP award may be issued per household, even if both parents are UW students.
- E. 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 and 2) the CCTAP award is reduced for the student parent's portion of the childcare bill.
- F. CCTAP awards are granted to single student parents when the child resides with the 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.

**G.** CCTAP eligible students can receive awards for up to **ten (10)** regular semesters (Fall/Spring) plus **5** summer sessions.

**H.** Undergraduate students that complete their degree and stay at UW-Madison to pursue their graduate degree are eligible for up to four (4) additional fall/spring semesters plus 2 summer sessions if needed. Any applications beyond the semester limits listed above will be denied but students may appeal.

## **VI. Award Amounts/Award Levels**

**A.** Award amounts are determined by a variety of factors including but not limited to: 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 (i.e.: pediatrician, speech/OT, ECE Special Education) and *if funds are available*.

**C.** 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 childcare, a small socialization grant, also called a respite award, may be issued for children under the age of 5.

**D.** CCTAP award letters will be issued once a completed application is processed. Present this letter to your provider to devise a payment plan.

**E.** Awards cannot be issued retroactively for childcare used in previous semesters.

## **VII. School/Family Changes**

**A.** Student parents receiving a CCTAP award are responsible for **notifying OCCFR within 10 days of any change** such as: student enrollment, provider, household employment, credit load, county funding, etc.

**B.** ***Changes to any of these factors may result in a change to the initial award amount.***

**C.** Once the student has notified OCCFR of any changes, OCCFR will notify student parents of award changes (if any) as quickly as possible, but no later than two weeks from the student parent's notification to the office.

**D.** Changing childcare providers too often can have a negative effect on a child's ability to make social connections. CCTAP families can change their childcare provider one (**1**) time per academic year unless there are extenuating circumstances. **Parent Resource specialist should be consulted prior to any change in provider.**

## **VIII. Invoicing and Payments to Providers**

**A.** Invoices for CCTAP awards are available near the end of each semester once student credit loads have been verified. **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 (approx. 5 weeks before the last day of classes)**

**B.** Once available, invoices are sent directly to each provider for completion. Provider will pass along the completed invoices to the student parent for their signature.

- C. All invoices are paid directly to each student's childcare provider(s). Any award amounts that are not used return to the CCTAP fund.
- D. Completed and signed invoices can be returned to the OCCFR office via email (preferred), fax, regular mail or in person. It is the student parent's responsibility to ensure the ***completed and signed*** invoice is returned to the OCCFR as soon as possible. **Late invoices cannot be processed.**

## **IX. 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 childcare center staff to ensure the best outcomes for all involved.
  - 3) **Complete a CCTAP survey at least once during an academic year.**
  - 4) Abide by provider's policies to resolve problems and issues of concern.
  - 5) Student parents are responsible for monitoring the quality of care their child(ren) receive(s) from the provider(s) they select.
  - 6) Student parents are responsible for understanding the childcare provider's policies and contracts and to abide by those documents.
  - 7) CCTAP cannot be held responsible for any late fees, deposits, or additional fees because of a student's failure to comply with provider's contracts and/or policies.
  - 8) Failure to meet these standards may result in the loss of CCTAP, center and/or OCCFR financial support.

## **X. 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 meets once every fiscal year and/or as needed.
- C. When possible, at least 80% voting members are students representing diverse groups, e.g. undergrads, grads, single parents, married, international, etc.
- D. Voting representatives from the Office of Child Care and Family Resources will be the Director and Parent Resource Specialist.
- E. Student parents interested in serving on the board should submit their names to the OCCFR for consideration by October 1.
- F. Student parents will serve either one- or two-year terms 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>.