Cornell University Student Child Care Grant Program
Funding Period January 2018 – June 2018 – Spring Semester
Information, Eligibility Guidelines, and Application

Cornell undergraduate, graduate and professional students are eligible to apply.

Background Information and Funding
In 2004, Cornell University became one of the first universities in the nation to offer a child care grant for student parents. Since then, the objective of the Cornell Student Child Care Grant remains the same: to provide financial assistance to as many Cornell students with child care expenses as possible. The program assists Cornell students by subsidizing some of the eligible costs associated with childcare, including infant and toddler child care, preschool/pre-k day care, and before/after school care. The Spring 2018 application cycle is designed to support students with families whose eligibility may have changed since Fall 2017 and now find themselves in situations where they would be eligible for the grant program. Students can receive one taxable grant subsidy each year (either Fall or Spring) based on the grant funds available, their annual household income and the age and number of child(ren) in care.

How Does the Program Work?
The Student Child Care Grant Program is designed to assist Cornell University students with covering the costs of eligible childcare, including infant and toddler child care, pre-school/pre-k day care, and before/after school care. Students can receive a taxable grant each year based on the grant funds available, and meeting eligibility requirements (to include, annual household income and the age and number of child(ren) in care).

In the spirit of meeting the objective of serving as many Cornell students as possible, and given the finite pool of funds available, Spring 2018 awards will be made to all applicants who meet the eligibility criteria, though the amount awarded may be less than the maximum indicated for the following categories depending on the number of eligible students:

- Infant/Toddler/Preschool award: maximum of $2,000
- School-Age award: maximum of $1,300

There is a maximum award of $2,500 per household for families with more than one child in care.

Who is eligible?
The goal of this grant is to provide financial assistance to student-parents with child care arrangements so students can better attend to their academic responsibilities. To be considered for Student Child Care Grant Program Spring 2018, you must meet the following criteria:

1. Have not received a Cornell University Child Care Grant Subsidy Program in Fall 2017 for 2017-18. If you have received funding, you will be eligible again next Fall 2018.
2. Be enrolled as a full-time student in a Cornell University degree program at the undergraduate, graduate, or professional level. Students who are not enrolled full-time, but are actively pursuing research or completing a dissertation may be eligible for the grant if their academic pursuit equates to at least half-time enrollment (award would be prorated).
3. If your spouse or partner is employed by Cornell as a benefits-eligible employee, you are not eligible for the student grant. In this circumstance, if you are interested in a grant, please apply for the faculty/staff grant program. Please note that families can not apply to both programs.

Send questions to mr36@cornell.edu
4. Be the custodial parent or legal guardian of a child 13 years or younger (or older, if the child has disability-related special needs) during the academic year.

5. The child(ren) must reside full-time in your local residence while you are completing your academic program.

6. For child(ren) up to age 13, student-parent must incur child care expenses for what is defined as legal care. Legal care is defined as care where you are paying the provider and the provider is claiming that income on their US taxes. There are several forms of legal care, including both informal and regulated care. These include:
   a. **Informal Care** - Unregulated but legal (no permit required):
      i. Provider is required to claim income from child care services provided on taxes, and
      ii. A person who provides child care in his/her home for a maximum of two children at a time, in addition to his/her own children, or
      iii. A person or program providing care for any number of children for less than three hours a day, or
      iv. A person who provides care in the home of the child (in-home care).
   b. **Regulated Care** – Child care that is regulated by the NYS Office of Children and Family Services, which issues permits (registrations and licenses). Some common types included:
      i. Family Day Care - must be registered. One provider, age 18 or older, receives a permit to care for a maximum of five to eight children on a regular basis in a personal residence. Maximum capacity depends on the ages of children in care.
      ii. Group Family Day Care - receives a license. The maximum capacity is 10 to 14 children and depends on the ages of children in care. Care is provided on a regular basis in a personal residence by approved caregivers who are age 18 or older. One caregiver is required for every two children under age two years. A minimum of two providers must be present whenever seven or more children are in care.
      iii. Day Care Center - must be licensed. Care is provided to six or more children on a regular basis for more than 3 hours a day, usually at a location other than a residence. There are strict building, staffing and program requirements. Children are grouped by age (6 wks. - 18 mo., 18 mo. - 3 years, 3 - 5 years, 6+ years), which may not mix with other groups.
      iv. Small Day Care Center - must be registered. Care is provided to three - six children on a regular basis at a location other than a residence.
      v. School Age Child Care - must be registered. Care is provided on a regular basis to seven or more children who are under 13 years of age and who attend kindergarten or a higher grade. Care is usually provided at a site other than a personal residence.

7. Be single (including divorced or widowed) or, have a spouse/partner who is:
   a. Employed and/or enrolled in an educational program full-time (over 35 hours per week).
      a. A statement verifying employment from the employer or enrollment from the institution is required.
   b. If employed 20-35 hours per week, the application will be considered on a pro-rated basis.
      a. A statement verifying enrollment from the employer is required.
      b. If unable to be employed due to visa status, spouse must be enrolled in a minimum of 15 hours of educational programs. Enrollment in the ESL Course through BOCES satisfies this requirement.
   c. Considered legally disabled.

8. Demonstrate financial need for this grant. Awards will be granted using the following table. This is the maximum amount of award per child available, based on Family Adjusted Gross Income (AGI).
<table>
<thead>
<tr>
<th>Family AGI for 12 months (per 2016 Tax Information)</th>
<th>Infant/Toddler/Preschool (per child)</th>
<th>School-age Award (per child)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-$71,000</td>
<td>$2,000</td>
<td>$1,300</td>
</tr>
<tr>
<td>$71,001 - $100,000</td>
<td>$1,000</td>
<td>$650</td>
</tr>
<tr>
<td>$100,001 - $120,000</td>
<td>$500</td>
<td>$325</td>
</tr>
<tr>
<td>$120,001 and over</td>
<td>Not Eligible</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>

In an effort to support additional student-parents, the Student Child Care Grant Program is piloting in 2017-18 the expansion of income levels to support families with income up to $120K/year using the table above. Without concrete data on our student-families, financial predictions are difficult to make. As a result, if there are more applications than we can support with our limited resource, the program will first reduce awards for those in the higher income levels. After this cycle, we will determine future eligibility around income levels.

9. Utilize child care services to pursue your educational program.

10. If you do not meet posted eligibility requirements, but believe your individual situation warrants special consideration, you are encouraged to submit application and provide information about circumstances. We are particularly interested in emergency situations for student-parents, situations where documented income does not reflect current situation, and concern about how the eligibility criteria fits to an individual student-parent situation. The Student Child Care Grant Review Committee carefully reviews all requests.

11. If you will be adding a child to your family (through birth or adoption), you are eligible to apply once you have the child and childcare is in place. If this takes place during the academic year, your grant will be considered based on funds available and prorated accordingly. When you know that you will be adding to your family after the grant deadline, you are encouraged to talk with Marie Roller.

**How Do I Apply for the Grant Program?**

Applications are available February 14, 2018. The grant period covers January 2018-June 2018. The deadline for application is **March 16th at 3:00pm**. Award notification will be made via email by April 20th. Once approved, students will receive a credit on their Bursar account. It may take 6 weeks to complete the process.

**To apply:**

- Complete and submit the application and statement of understanding.
- Attach written statement from co-applicant’s employer or educational institution verifying employment or enrollment (if applicable).
- Have legal child care provider sign and include child care provider information.
- Submit documentation of Family Adjusted Gross Income. Acceptable documentation includes:
  - Completed 2016 tax return
  - Statement of earnings by employer for 2016
  - If neither are possibilities, student can complete and submit page 1 of the IRS 1040 form, found: [https://www.irs.gov/pub/irs-pdf/f1040.pdf](https://www.irs.gov/pub/irs-pdf/f1040.pdf)
- Submit via U.S. Mail or hand deliver on **Friday, March 16, 2018 before 3pm** to:
  - Cornell Student Child Care Grant Program, Cornell University
  - 401 Mezzanine Willard Straight Hall
  - Ithaca, NY 14853

Mailed applications must be postmarked by March 16, 2018. Late or incomplete applications will not be accepted. Faxed, e-mailed or campus mailed applications will not be accepted.

Send questions to **mr36@cornell.edu**
Cornell University Child Care Grant for Undergraduate & Graduate/Professional Students
Funding Period January 2018 – June 2018 – Spring Semester
Application, page 1 of 2

Application deadline: Friday, March 16, 2018 at 3 pm

Applicant Name: _______________________________ Cornell ID #: ____________________
                      (Last, First, Middle Initial)

Check one:  ☐ International Student   ☐ U. S. Citizen/Permanent Resident

Local Address: _______________________________ City: _____________________ State: _____ Zip: ______

Phone: _______________________________ Cornell University E-mail: _______________________________

Student Status:  ☐ Undergraduate Cornell College - Department: _______________________________
                  ☐ Graduate/Professional Student - Department: _______________________________

Do you plan to be engaged as a full-time student in a Cornell University degree program?
             ☐ Yes  ☐ No (If no, you are not eligible for this grant.)
(If your academic pursuit equates to at least half-time enrollment, please contact Marie Roller for required
documentation. Award would be prorated.)

Number of children supported in this household: __________________

2016 Family Adjusted Gross Income: __________________ (please submit documentation)

Marital Status:  ☐ Single (including divorced and widowed)
                  ☐ Married (including legally separated)
                  ☐ Domestic Partner

Name of Co-Applicant, if married or domestic partner: _______________________________

Co-Applicant Information, Please check one...
             ☐ Employed full-time (35 or more hours per week—verification from employer required).
             ☐ Employed part-time (20-35 hours per week—verification from employer required). Award will be
               prorated.
             ☐ Enrolled in educational program full-time (A written statement from the institution is required).
             ☐ If unable to be employed due to visa status, spouse must be enrolled in a minimum of 15 hours per
               week of educational programs. Enrollment in the BOCES ESL course satisfies this requirement. (A written
               statement from BOCES required). Award will be prorated.
             ☐ Legally disabled (please contact Marie Roller at mr36@cornell.edu about required documentation).
             ☐ Neither employed nor a student *

*Note: If your spouse/partner is legally allowed to work or enrolled in an education program, yet unemployed,
you are not eligible for the Cornell University Student Child Care Grant.

Send questions to mr36@cornell.edu
Special Considerations: If you do not meet posted eligibility requirements, but believe your individual situation warrants special consideration, you are encouraged to submit application and provide information about circumstances. Please be sure to add information here or submit separately.

Statement of Understanding

Please mark yes or no next to each statement below indicating your understanding and agreement. If you have concerns about any of these statements that would prevent you from an affirmative answer, please contact Marie Roller.

I understand that if my household is in a position to apply for both the Student and the Staff/Faculty Child Care Grant, I am required to apply for the Staff/Faculty Child Care Grant. Families cannot apply to both programs. O Yes O No

I certify that I am requesting the Student Child Care Grant Program for a child(ren) in legal care for whom I am financially responsible. O Yes O No

Any monies received via this Student Child Care Grant Program are considered taxable income and I will accept that responsibility. O Yes O No

I have attached all necessary documentation; 1) Activity of spouse/partner, 2) Adjusted household income, and 3) Child In Care Information (page 6). O Yes O No

I certify that I will utilize the Student Child Care Grant Program in a responsible way that enables me to pursue my academic pursuits. O Yes O No

I understand that if I received a student loan during 2016-17 to assist with childcare expenses that this award may impact my student loan eligibility. (If questions, contact your financial aid office.) O Yes O No

I certify that the statements relating to this application are complete and correct to the best of my knowledge and I understand that any intentional misrepresentation in this application may result in cancellation and repayment of my Cornell University Student Child Care Grant Subsidy. O Yes O No

Student-Parent Signature: _____________________________________________ Date: ___________________
CHILD IN CARE INFORMATION (ONE CHILD PER PAGE)
Please copy this page and fill out one per child

- Only legal care is eligible for the Cornell University Student Child Care Grant.
- The definition of legal child care is that child care provider must claim the child care payment/income on their taxes (please see eligibility criteria for detailed description).

Name of child in care: ___________________________   Birthdate: ___________________________

Do you intend to claim this child in your 2017 taxes? ☐ Yes   ☐ No (If no, you are not eligible for this grant.)

Child’s Relationship to Applicant: ___________________________

Child is in: (Please check what category of child care you are applying for)

- [ ] Infant/toddler/pre-school/pre-k care
- [ ] Before/After-school care

CHILD CARE PROVIDER INFORMATION

Please verify with your care provider that they fall within the guidelines stated above and have the provider sign below. The Student Child Care Grant Program reserves the right to verify that care being provided is legal.

Provider Name: ______________________________________

Provider’s Address: ______________________________________

City: ___________________________ State: ______ Provider’s Telephone Number: ___________________________

Registration/License Number: ______________________________________

Provider’s Tax ID or Social Security Number (if known) ______________________________________

**Signature of Child Care Provider:** ______________________________________

By signing this document, the childcare provider above is attesting to intent to provide or actual provision of childcare for the above named child and the reporting of income gained through provision of child care as taxable US income.