



Please note that this form has been updated to reflect changes for our new CCAMPIS Grant award effective October 1, 2009.

The Pennsylvania State University Student Parent Child Care Subsidy Application and Information Form

Please complete this application and send copies of all necessary documents to:

**The Pennsylvania State University • Stephanie L. Zezzo • 321 James M. Elliott Building
• University Park, PA 16802-5032
(phone) 1-800-746-6759 • (email) subsidy@psu.edu • (fax) (724) 834-1755**

**You will be informed, via an official award letter, if your family has been awarded a child care subsidy.
A waiting list is maintained as necessary.**

About the program...

The Penn State University Student Parent Child Care Subsidy program is made possible by the U.S. Department of Education “Child Care Access Means Parents in School” grant authorized by the Higher Education Amendments of 1998. This program assists universities and colleges in improving child care access for student parents. The U.S. Department of Education has awarded Penn State \$375,000.00 each year until September 2013, thus equaling \$1.5 million dollars. These funds are to be used to assist undergraduate, pell grant, recipients with child care fees.

For the fiscal year 2009- 2010, \$81,000 of the program budget is provided by the University Park Allocation Committee (UPAC) to graduate and undergraduate students at the Penn State University Park campus. In order to apply for these funds, you must be paying the student activity fee.



Who may apply?

- Any Penn State student who is enrolled in a **degreed program** at the undergraduate or graduate level. Federal Pell Grant recipients will be given priority over students not receiving a Federal Pell grant. You must be paying the student activity fee to apply. There are no deadlines for applications and a waiting list will be maintained.
- All parent/guardian(s) living with the child must be attending Penn State University or working full- or part-time.
- Annual family income must be under:
 - \$38,000 per year for a family of 2 or 3
 - \$43,000 per year for a family of 4
 - \$48,000 per year for a family of 5 or more

Note: Financial documentation is needed to verify income. (Please see application below.)

- Your child must be enrolled in a licensed and accredited child care center or a registered family home provider.
- Your provider must sign a **Child Care Agreement Form** found on the PSU subsidy website at <http://www.ohr.psu.edu/WorkLife/ChildSub.cfm>
- Because this program is sponsored by the Federal Department of Education, you are only eligible to receive one type of state-sponsored child care subsidy (CCIS, Welfare funds, etc.)

How much financial assistance will I receive if I qualify?

- Qualifying undergraduate full-time students will be eligible for 85% of their total monthly child care fees with a maximum of two children served.
- Qualifying graduate full-time students will be eligible for 75% of their total monthly child care fees with a maximum of two children served.
- Parents must be full-time students to qualify for full-time child care assistance. Part-time child care assistance will be allocated for part-time students according to need. The Work/Life Programs Office will determine maximum subsidy funding at the time of award. Funding is available for snow-days, summer childcare, finals and mid-term studies and before-and-after school care. Please speak to Stephanie regarding your needs for child care.

How is eligibility determined?

- Annual family income is determined through the submission of financial documents. Student verification is determined through the submission of student documentation.
- Undergraduate student who receive a Pell Grant are given first priority.
- Graduate student who meet our income guideline must be paying the student activity fee.
- Eligibility is dependant upon receipt of a signed agreement form from your child care provider.

What is considered as income?

- You may receive only one Federal or State subsidy at a time while participating in this program.
- Applicants must indicate all sources of income for your family including Social Security income, child support, scholarships, assistantships, fellowships, grants, etc.
- Pell grant recipients will be funded prior to non-pell grant recipients.
- Copies of all necessary financial documents must be included with your completed application.

When can I start receiving subsidy?

- Subsidy is effective the 1st of the month following receipt of eligibility notification from the Work/Life Programs Office.
- Eligibility notification will be sent to your family after all requested documentation and signed application are submitted, qualifying financial status verified, student status verified, signed provider agreement received, and if subsidy funds are available.

Is there a waiting list for funds?

- Yes, a waiting list is maintained. You will be placed on the waiting list according to the date and time your complete application is received at the Work/Life Programs Office.

May I use my current child care provider?

- Participating child care providers must be licensed with the Department of Public Welfare and family home providers must be registered with the Department of Public Welfare.
- Your provider must be accredited by one of the following: National Association for the Education of Young Children, National Afterschool Association, National Association for Family Child Care, Middle States Accreditation. www.naey.org
- Your child care provider must be at least a STAR 2 in the Keystone Stars program. See <http://www.pakeys.org/stars/centers.aspx>
- You may apply for the student subsidy if you are not currently using a licensed provider; however, you must be willing to change to a licensed and accredited provider before you receive subsidy funds. You will be required to verify the caregiver's license and accreditation prior to disbursement of funds.

Where can I find a licensed child care center or registered home provider?

Regional Day Care Offices	Counties Served
Western Region 1-800-222-2149	Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington, Westmoreland
Central Region 1-800-222-2117	Adams, Bedford, Blair, Cambria, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Somerset, Union, York
Northeast Region 1-800-222-2108	Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne, Wyoming
Southeast Region 1-800-346-2929	Bucks, Chester, Delaware, Montgomery, Philadelphia

Where can I find an accredited child care center?

- Search the web site below:
<http://www.naeyc.org>

Where can I find an accredited family home provider?

- Search the web site below:
<http://nafcc.org>

Where can I find the Keystone Star status of my provider?

- Search the web site below:
<http://www.pakeys.org/stars/centers.aspx>

How will I receive the Child Care Subsidy funds?

- Funds will be disbursed directly to your provider on a monthly basis. Your provider is responsible for billing our office on a monthly basis for your child care subsidy.



Penn State Student Parent Child Care Subsidy Application

*****Please complete information for all parent/guardians living in your household***

The information requested on this application has been required by the U. S. Department of Education as reporting data to continue grant allocations to The Pennsylvania State University for the Student Subsidy Program. All data are used to support the need for future funding. Financial information is confidential and will be used to determine eligibility by the Work/Life Programs Office. All other information is private and has no effect on determining eligibility. Thank you for your cooperation in this matter.

Parent/Guardian Name(s) (Include all parents living with the child)

Child's Name (maximum 2 children)

Date of Birth

Sex (Male/Female)

Parent Street Address

City, State, Zip Code

Parent/Guardian Phone Number(s)

E-mail(s) ****Your award letter will be sent to this email**

PSU Student ID number(s) (Not your Social Security Number)

Campus location: (ex. PSU Altoona) _____

County in which you reside. _____

1. Date child care subsidy requested to begin: _____

2. How long do you anticipate needing subsidy funds for child care? _____

3. Are you currently receiving any other federal, state or private child care subsidy? _____

If so, please explain _____

4. Student status of parent/guardian(s) living with child:

- / Undergraduate - Freshmen, Sophomore, Junior, Senior (Please circle appropriate category)
 / Graduate
 / Other – (explain) _____

5. College of Study at PSU?

- / College of Agricultural Sciences
 / College of Arts and Architecture
 / Smeal College of Business
 / College of Communications
 / College of Earth and Mineral Sciences
 / College of Education
 / College of Engineering
 / College of Health and Human Development
 / College of Information Sciences and Technology
 / College of Liberal Arts
 / Eberly College of Science
 / Graduate School
 / Schreyer Honors College

6. Please indicate the type of degree you will earn.

- / Associate Degree (2 year)
 / Bachelor Degree (4 year)
 / Doctoral Degree
 / Other (explain) _____

7. Expected graduation date (ex. Fall 2008)? (mom) _____ / (dad) _____

8. Please check appropriate box for student parent.

- Female (single head of household)
 Male (single head of household)
 Married (one parent attending Penn State University)
 Married (both parents attending Penn State University)
 Dependent Student (living at home with parents or guardians)

9. Please select one or more for student parent.

- American Indian or Alaskan Native
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian or Other Pacific Islander
 White

10. Do you receive a Federal Pell Grant? _____

11. Are you a first generation college student? _____

12. Information about your child care provider:

_____ Name of Child Care Facility	_____ License/Registration Number of Facility
_____ Director's Name and Phone Number	_____ E-mail
_____ Telephone Number	_____ Keystone STAR Level (Must be at least a STAR 2, check here http://www.pakeys.org/stars/centers.aspx)
_____ Address of Child Care Provider	_____ Is the center accredited (www.NAEYC.org)?

13. Please indicate the number of credits for which you intend to register.

Fall _____ **Spring** _____ **Summer** _____

14. What type of child care services do you plan to use?

- Full-time (25hr./week or more) _____
- Part-time (24 hr./week or less) _____
- Before-and after school care _____
- Are you planning on using summer childcare? _____



To apply, submit the completed application form and copies of the following documents to:

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Stephanie L. Zezzo
321 James M. Elliott Building
University Park, PA 16802-5032
subsidy@psu.edu
1-800-746-6759
Fax (724) 834-1755**

- Current PSU financial aid report (assistantship letters, stipends, loans, grants)
(This form may be obtained at your campus Student Aid Office or on E-Lion)
- Filed Federal income tax return if you ARE NOT receiving a Federal Pell Grant
- Past three (3) months of pay stubs for parent/guardian(s) living with child and not attending PSU
- Information regarding child support (if applicable)
- Current semester bill, you must be paying the student activity fee
- Signed Statement of Understanding (below)
- Child Care Center who is a STAR 2 or accredited
- Child Care Provider agreement form must be signed prior to starting your child care subsidy.

Statement of Understanding: (please read and sign below)

I understand that changes in student and/or financial status may result in loss of subsidy for my family. I also understand that I will need to re-verify financial and student documentation **PRIOR** to the start of each semester (including summer session) with the Work/Life Programs Specialist. I verify that my child is enrolled with a licensed or registered provider and will inform Penn State if that status changes. I will notify the Work/Life Programs, within 10 days, of any changes in my financial status, student status, or provider status. (This includes dropping classes.) Failure to pay co-payments according to my provider's regulations or multiple unexcused absences from child care may result in the loss of my subsidy. I understand my subsidy award is contingent upon funding from the U.S. Department of Education CCAMPIS Grant.

Penn State University does not assume any liability for child care services. It is the parent or guardian's responsibility to research the quality of your licensed and accredited child care facility. It is the parent or guardian's responsibility to monitor the quality of child care services and determine the safety of your child's environment. Penn State holds no responsibility for the quality of child care services being provided.

Parent Signature

Date