

# CHILD CARE SUBSIDY PROGRAM

A Benefit Program for UO Students Coordinated by the Dean of Students and funded by ASUO

## ABOUT

The Child Care Subsidy Program helps student parents achieve their educational objectives by subsidizing the costs associated with the care of their child or children.

This program is a service paid for by Incidental Fees. This fund is comprised of student fees paid by UO students which are allocated by the ASUO Student Government Association. Child Care Subsidy is operated as a department-based program through the UO Office of the Dean of Students.

## ELIGIBILITY

The Child Care Subsidy Program is open to University of Oregon students who meet three criteria. They must be enrolled in classes, either full or part-time, and have been assessed Incidental Fees (student government fees) for the current term/semester; they must meet enrollment and work requirements; and they must be eligible and participating in one of the state or federal assistance programs identified below (exceptions can be made for non-citizen students who are ineligible for said programs).

1. Verification of course enrollment and fee assessment will take place during the application process and for each term/semester in which program participants are active.
  - a. Incidental Fees are added to a student's tuition record when assessed. To confirm eligibility, a student may view their tuition statement using DuckWeb, and search for a cost associated with "mandatory fee."
  - b. If a student remains unsure about whether they have been assessed Incidental Fees, they may request confirmation at [subsidy@uoregon.edu](mailto:subsidy@uoregon.edu). The student's name and ID number will be required.
2. For two-parent households, each parent must be either working or enrolled in school. Exceptions to this requirement may be made for two-parent households where one parent is enrolled in classes and the other is unable to work due to injury or disability.
3. Applicant must be eligible and participating in at least one of the state or federal assistance programs identified below. Documentation will be required which identifies applicant participation. Exceptions can be made for students who do not meet requirements of federal programs due to citizenship status.
  - a. At least one of applicant's dependents is participating in a USDA free, or reduced-price meal program, such as the School Nutrition Programs (SNP) "free or reduced lunch" program in the state where care is being provided<sup>1</sup>;
  - b. Applicant is participating in the Supplemental Nutrition Assistance Program (SNAP)<sup>2</sup>;
  - c. Applicant is participating in the federally funded program Temporary Assistance to Needy Families (TANF)<sup>3</sup>;
  - d. Applicant is participating in the Food Distribution Program on Indian Reservations (FDPIR)<sup>4</sup>;

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<sup>1</sup> Link to Oregon SNP "free or reduced lunch" Application: <https://www.ode.state.or.us/apps/FRLApp/Default/Apply>

<sup>2</sup> Link to Oregon SNAP Application: <https://apps.state.or.us/onlineApplication/>

<sup>3</sup> Link to TANF Application, available in four languages: <https://www.oregon.gov/dhs/ASSISTANCE/CASH/Pages/Apply-TANF.aspx>

<sup>4</sup> Link to FDPIR information and instructions: <https://www.fns.usda.gov/fdpir/applicant-recipient>

- e. Applicant is participating in the Employment-Related Day Care program (ERDC)<sup>5</sup>;
- f. Applicant is participating in the Supplemental Nutrition Program for Women, Infants and Children in the state where care is being provided<sup>6</sup>;
- g. Applicant is the recipient of, or has been offered, a Federal Pell Grant for the current academic year. Applicant is able to provide documentation outlining their eligibility or receipt of any level of Federal Pell Grant funds<sup>7</sup>.

## APPLICATION PROCESS AND CAPACITY LIMITATIONS

UO students who believe they meet program eligibility requirements may apply for the program by submitting a *Child Care Subsidy Application Form*:

<https://uoregon.campuslabs.com/engage/submitter/form/start/488016>

1. UO students must complete an application annually regardless of prior participation.
2. The *Child Care Subsidy Application Form* is open for new applicants year-round, as funding allows.
  - a. Any applications received by students enrolled in summer courses and requesting reimbursement for summer childcare will be reviewed immediately upon receipt.
  - b. Effective July 2022: Program participants who wish to continue their program enrollment will receive priority application review. Applications received from program participants who wish to remain in program (and who are not enrolled in summer courses) will be reviewed starting July 1, 2022.
  - c. Any applications received from students not enrolled in summer courses will be reviewed starting the first Monday of August.
3. Only completed applications will be accepted. Applications with missing or incomplete data will be denied and returned to the applicant for correction prior to review for potential program enrollment.
4. Completed applications will be reviewed in the order they are received. Applicants will be notified whether they meet qualifications within ten working days of application review. Applicants who meet qualifications will receive notice of whether they have been accepted into the program. Applicants who do not meet program qualifications will receive information about which requirements are unmet.
5. Applications will be reviewed for potential program enrollment from the month of receipt forward. Retroactive enrollment (e.g. applying in October and requesting a reimbursement for September) is not allowable.
6. The subsidy program has the financial capacity to support up to 125 dependents. Should the capacity be reached, applicants will be placed on a waiting list in the order received. Should space become available, the applicants at the top of the waitlist will be considered first.
7. If the program reaches its financial capacity and surplus funds are available from the ASUO Student Government Association, the operating department will request supplemental funds in order to increase

<sup>5</sup> Link to Oregon EDRC information and application: <https://www.oregon.gov/dhs/ASSISTANCE/CHILD-CARE/Pages/Parents.aspx>

<sup>6</sup> Link to information about Oregon WIC program:

<https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/index.aspx>

<sup>7</sup> Link to information about the Federal Pell Grant Program: <https://www2.ed.gov/programs/fpg/index.html>

program enrollment. While we expect that ASUO Officers would thoughtfully consider such a request, no guarantees or promises are in place for supplemental funding.

## ELIGIBLE EXPENSES AND THE REIMBURSEMENT PROCESS

The Child Care Subsidy Program reimburses participants on a monthly basis for a percentage of the child care costs they have incurred from care providers registered in the state where care is received. Before the 24<sup>th</sup> day of each month, program participants are required to submit a *Child Care Subsidy Reimbursement Request Form* with proof of payment of a child care bill or invoice. Typically, program participants provide a paid invoice or a receipt as proof of payment.

The *Child Care Subsidy Reimbursement Request Form* is available at the following URL:

<https://app.smartsheet.com/b/form/a272d4a7f85946c1937ec95d1780933e>

### Program Restrictions and Procedural Rules

1. Reimbursements will only be allocated to individuals accepted into the program (“program participants”). See the *Program Eligibility, Application, and Enrollment* sections for relevant information.
2. Child care costs must have been incurred while the program participant is meeting all three of the program eligibility requirements. For example, child care costs incurred in July for a non-enrolled student are not reimbursable. Likewise, child care costs incurred in a two-parent household during a period when one of the parents is not working or enrolled in classes are not reimbursable.
  - a. Program participants who fail to meet all three of the program eligibility requirements must report a change in their eligibility by completing the *Child Care Subsidy Participant Change Form*.
  - b. Program participation will be suspended for any program participant failing to meet eligibility criterion. Individuals who have discontinued or forfeited their program eligibility may reapply and will be considered as a new applicant (space permitting).
3. Program participants must notify the benefit staff of certain changes to their status. This includes such factors as marital status, work/student status, participation in state/federal assistance program, or custody arrangements (see full list below). A *Child Care Subsidy Participant Change Form* is required for each of the below circumstances and must be received within 30 days of the change. This form is located at the following URL: <https://uoregon.campuslabs.com/engage/submitter/form/start/488029>. Failure to report a change is cause for forfeiture of eligibility.

Upon receipt of a *Child Care Subsidy Participant Change Form*, benefits staff members will notify the submitting program participant of a change or adjustment to their program eligibility within ten working days. Circumstances which require the submission of a change form include:

- a. Changes in household size, such as the addition of a child or a change in marital status.
- b. Changes in student status, or eligibility/participation in state or federal assistance programs.
- c. Changes in the school or work status of the program participant’s partner (two-parent households only).
- d. Change in care provider.

4. Reimbursements will be distributed to program participants monthly, at the start of each month following the month in which child care costs were incurred. This is true regardless of whether the costs were paid by the program participant on a weekly, bi-monthly, monthly, term, or other schedule. Multiple reimbursements in the same month are welcome and must be submitted together on the same *Child Care Subsidy Reimbursement Request Form*. Reimbursements will be issued according to participant request, either as an electronic bank credit or a paper check distributed by mail.
5. Program participants will be reimbursed for 40% of their eligible child care expenses, up to the monthly maximum. Reimbursement allocations will not exceed the maximum monthly reimbursement amount, which corresponds to the age of child(ren) receiving care.

Child's Age	Maximum Monthly Reimbursement for Program Participants
Up to 24 months	40% of invoice up to \$410
24 to 36 months	40% of invoice up to \$400
3 to 5 years	40% of invoice up to \$345
kindergarten to 3 <sup>rd</sup> grade	40% of invoice up to \$220
4th grade to 12 years	40% of invoice up to \$145

6. Effective July 2021: the program will discontinue the practice of directly paying affiliated providers for any portion of eligible child care expenses on behalf of program participants. Program participants with dependent children receiving care from the Moss Street Children's Center and the Co-op Family Center will be required to pay their child care invoice and complete a *Child Care Subsidy Reimbursement Request Form* in order to receive reimbursement.
7. Only costs associated with the care of a child are reimbursable. The following types of instruction and care are not eligible for reimbursement:
  - a. Personalized instruction within a specific subject area (e.g. soccer instruction, music lessons). The exception to this will be summer term when kids can be enrolled in summer camps for child care purposes in addition to fun and learning.
  - b. Costs associated with a private education at the kindergarten level and higher, provided a public-school alternative is available.
8. Reimbursement requests must be submitted within 60 days after child care services have been provided.
  - a. Requests for reimbursement for the costs associated with child care services after 60 days will not be considered.
  - b. Requests for reimbursement in advance of child care services being provided will not be considered.
9. While the Child Care Subsidy Program makes every effort to ensure that reimbursements extend to program participants for the duration of the academic year, funding is not guaranteed.
10. Program participants are responsible for ensuring accurate representation of child care reimbursement funds for purposes of tax and income reporting, including financial aid reporting. By request, the Child Care Subsidy Program will provide an annual reimbursement statement to program participants.

11. Eligibility exceptions. Exceptions will not be made for individuals who are not enrolled in courses or paying Incidental Fees for the current term/semester. Temporary exceptions will be considered on a case-by-case basis, by request, for the following types of situations:
- a. Exception from requirement to participate in a state or federal assistance program due to personal preference. A situation where the applicant meets all eligibility requirements yet does not wish to enroll in one of the state or federal assistance programs tied to eligibility.
  - b. Exception from requirement that non-student spouse in a two-parent household must either be working or taking classes as a student due to citizenship status. A situation where the non-student parent in a two-parent household is not eligible to work in the United States.
  - c. Exception from requirement that non-student spouse in a two-parent household must either be working or taking classes as a student due to transition in employment. A situation where the non-student parent in a two-parent household is actively searching for work.
  - d. Exception from requirement to prove eligibility for a state or federal assistance program, due to financial hardship. A situation where a student parent's household can provide documentation identifying they are facing an unusual financial hardship.

\*A list of care providers registered in Oregon is available <http://trouw.org/projects/fcco>. Should a program participant wish to seek reimbursement from a non-state certified or registered provider, additional documentation will be required. Minimally, this includes a child care provider background check producing a positive result. Background check costs and arrangement are the responsibility of the program participant. Instructions available by request. Program participants are not eligible to serve as care providers, for purposes of this program.