

IMPORTANT INFORMATION REGARDING CHILD CARE ASSISTANCE. PLEASE READ.

Thank you for your interest in VGCC's child care assistance program. Please be advised that the number of applications we receive far exceed the amount of funding granted to the college, therefore not everyone who applies will receive this award. To be considered for a child care assistance award, you must have completed a 2009 – 2010 Financial Aid Application (FAFSA), fully completed and submitted all pages of this application, meet all financial aid eligibility requirements and be enrolled in an eligible program for at least 9 credit hours each semester. The 9 credit hours must be daytime, campus based classes. Evening, web and weekend credits are not considered unless they are in addition to the mandatory 9.

The selection process for this award includes many factors such as the availability of funds, grades and academic progress from previous course work, program of study, enrollment status, financial need based on the information provided by your financial aid application, and other criteria as deemed necessary. Priority will go to students working on their first degree. Your application will remain on file for the remainder of the academic year. If you are not chosen in the first round of selections, please know that this grant is reviewed on a regular basis and, as funds allow, we will be making additional selections each month. You will be notified if you are selected in the Fall or at a later date.

VGCC APPLICATION FOR CHILD CARE ASSISTANCE 2009 - 2010

PERSONAL INFORMATION
 Name _____ DOB _____
 (Include maiden name if applicable)

Address _____ City/State/Zip _____

Student ID or SSN # _____ Current Major: _____ New Student ____ Returning ____

Telephone numbers: Home _____ Cell _____ Work _____

Have you received a daycare assistance award from VGCC in the past? ____ If so, when? _____

Present check marital status: Married ____ Single ____ Separated ____ Divorced ____ Widowed ____

If you checked separated or divorced, please provide the date of your current status _____

Note: If you are divorced OR legally married and NOW SEPARATED WITHOUT A LEGAL SEPARATION AGREEMENT, it is mandatory for you to complete a "Verification of Separation/Divorce Status" form available in the Financial Aid Office. This form does NOT apply to NEVER MARRIED OR WIDOWED students.

RELATIVES AND CONTACT INFORMATIONPlease provide name, address and telephone number

for your child's other parent: _____

Name of your closest relative or other contact person NOT LIVING WITH YOU that would relay a message:

Name _____ Relationship _____ Telephone # _____

EMPLOYMENT INFORMATION

Student's place of employment _____

Supervisor's name _____ # of hours per week? _____ What days/times _____

Your child's other parent's place of employment _____ # of hours per Week _____

During What Hours Each Day _____ Work Telephone Number _____

CHILD (OR CHILDREN)

Note: In an effort to serve as many students as possible, VGCC will assist with expenses for only 1 child. Other children may be considered IF the student is receiving partial assistance from another source. Please provide the following information about your child(ren). Check "Daycare" or "After-school care" only if monetary assistance is needed to pay for either.

Name: _____ Age: _____ Daycare ____ After-school care ____

Name: _____ Age: _____ Daycare ____ After-school care ____

Name: _____ Age: _____ Daycare ____ After-school care ____

DAYCARE PROVIDER INFORMATION

Name of the state licensed daycare facility or registered

in-home daycare provider selected by you and not by VGCC: _____

Name of Director or person to contact with billing inquiries: _____

Telephone number _____ Regular monthly rate charged WITH NO assistance: _____

PAYMENT INFORMATION

Are you receiving childcare payment assistance from any source other

than your income (such as family, friends, church, social services, etc.)? Yes _____ No _____ If so,

please provide the name of the agency or individual(s) providing assistance: _____

Monthly amount paid by agency or individual: _____ Monthly amount that you are

responsible for paying out-of-pocket each month: _____

PLEASE READ AND SIGN

VGCC is an equal opportunity, affirmative action institution. The college serves all students regardless of race, creed, color, sex, national origin, or disabling conditions. The college is in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991 prohibiting discrimination with regard to disabilities.

I certify that all the information I have provided is true and complete to the best of my knowledge, and that these expenses are necessary for me to attend VGCC. I also understand that this or any other financial aid application does NOT guarantee that I will receive a daycare assistance award. Selections will be made based on established criteria and I will be notified in writing if I receive this award.

Student's Signature

Date

ESSAY

On the lines below (continue on back if necessary), state your reasons for applying for this grant. Include any facts you wish to disclose regarding your financial circumstances or any other information that you feel might help qualify you in the selection process.

POLICIES AND GUIDELINES FOR STUDENT PARENTS
RECEIVING THE CHILD CARE ASSISTANCE GRANT 2009 – 2010

Important! Please read and sign.

The below named guidelines will be your responsibility if you are selected into the program. Any questions should be referred to the Childcare Grant Administrator in the Financial Aid Office.

- Application for Federal Financial Aid (FAFSA) must be completed and processed results received in the Financial Aid Office. Student must have a GED or High School Diploma.
- Student must be enrolled in an eligible program for at least 9 campus-based, daytime credit hours. Evening, web and weekend credits are not considered, unless they are in addition to the mandatory 9.
- Standards of Academic Progress must be maintained as stated in the Financial Aid Handbook.
- Childcare assistance is based primarily on "greatest need" and is awarded for fall and spring semesters. However, recipients will be consistently reevaluated during and after each term for continued assistance. Other factors of consideration include student's GPA, program of study, marital status and unmet financial needs. Priority will be given to students who need daycare 5 days per week over students needing assistance 2 or 3 days per week.
- Day Care assistance is available for periods of enrollment only. If you withdraw from school, the grant will be terminated effective on the date of withdrawal. Be aware that most daycare facilities require a two-week notice prior to your child's last day of attendance, which the grant does not cover. This grant will not be offered during the summer semester.
- The daycare provider is the choice of the student and not that of Vance Granville Community College. However, the provider you select must be a state licensed daycare facility or registered home daycare, and be willing to participate in the program (such as receiving payment once a month at the end of the month, etc.).
- The Financial Aid Office, when necessary and according to the availability of funds and student's eligibility, may adjust childcare awards. The student and the daycare facility will be notified of any necessary adjustments.
- You must notify the Financial Aid Office of any assistance you receive from any other agency or source.
- If your child is absent from daycare due to illness for more than 5 consecutive days, you may be requested to provide a doctor's note. If your child is absent for any reason other than illness for more than 5 consecutive days, you must contact and advise the daycare grant administrator of your reasons for the absence.
- In order to receive this award, you must be willing to submit mandatory attendance reports on a bi-weekly basis to the Financial Aid Office. IF THIS PAPERWORK IS NOT KEPT CURRENT, YOU WILL LOOSE YOUR DAYCARE.

I have read the guidelines for child care assistance and understand them. I agree to abide by the policies and will report any changes in my daycare arrangements to the Childcare Grant Coordinator during the award year. I realize failure to comply with the above named guidelines will result in termination of further daycare assistance. My signature authorizes Vance-Granville Community College to receive academic and attendance information from my instructors and also verifies acknowledgement that the daycare facility my child is enrolled in was my choice and not that of Vance-Granville Community College.

Student Signature

Date

VGCC CHILDCARE ASSISTANCE GRANT PROGRAM 2009-2010

GENERAL POLICIES AND PROVIDER AGREEMENT TO BE FILLED OUT BY DAYCARE DIRECTOR

This agreement form is intended for you to decide if you are willing to work with our program. The below named student has selected your childcare center in which to enroll his/her child while attending VGCC. The student is **NOT** approved for assistance at this time. You will be notified in writing or by phone if the student is approved. If selected, the effective date is usually September 1st, and the ending date is April 30th of the next year. **You will be given more exact information if this student is selected.** The following are general policies of the Child Care Assistance Grant:

- A one-time billing contract will be mailed to you from the Financial Aid Office at Vance-Granville Community College when the below named student is approved. The contract will project the monthly amounts for which we will be responsible during the semester(s) in which services are to be rendered. When you receive the contract, **please sign and return to the Financial Aid Office as soon as possible to ensure timely payment.**
- Payment may not be made in advance of services rendered.
- Payment for services will be made directly to the childcare center, **never to the parent.**
- Payment will be mailed **NO LATER THAN THE LAST DAY OF EACH MONTH** during which services are rendered. Any necessary adjustments will be discussed by phone and made on the next month's check.
- The daycare provider must notify the Financial Aid Office of the following:
 - Child absent for more than five (5) consecutive days.
 - Childcare assistance (or change in assistance amount) from any other agencies.
- Students are reevaluated each term to determine continued eligibility. You will be notified in writing or by phone of any necessary adjustments in awards due to the availability of funds and/or the student's eligibility.
- Students who stop attending school will only be eligible for the portion of the month in which they were in attendance. The remainder of the month will be the student's responsibility. Childcare centers will be notified immediately as we become aware of such instances.

The following is the agreement to partner your services with VGCC's Child Care Assistance Grant Program. If you agree to render childcare services under these guidelines for the below named child, please complete and return this form to the student, fax, or mail it to the following address. **Please attach a schedule of all fees charged by your center.** If you have any questions regarding our program, please contact Glenda Bowman in the Financial Aid Office at Vance-Granville Community College at (252) 738-3308.

Glenda W. Bowman, Financial Aid Office
 Vance-Granville Community College
 P. O. Box 917 Henderson, N. C. 27536
 Tel # (252) 738-3308 Fax # (252) 738-3388
 E-Mail bowman@vgcc.edu

 Student Parent's Name

 Child's Name

Is this child presently enrolled in your facility? _____

If not, do you have an available slot? _____

 Name of Center

 Mailing Address of Center

 City, State, Zip

 Telephone Number of Center

 Regular Mo. Rate

 Amount Parent Pays

 Amount DSS Pays

Are you licensed or registered with the state of NC to provide childcare? Yes No _____
 Federal Tax ID # _____

Is your center or registered home daycare incorporated for tax purposes? Yes No _____
 State ID or SSN _____

 Child Care Provider's Signature

Print name of person to contact with billing inquiries.

 Date

To: Department of Social Services
From: Glenda Bowman, VGCC Daycare Grant Coordinator
Subject: 2009-2010 Daycare Assistance Request Verification for Student Parents

Our students are required to apply for daycare assistance at DSS before they are considered for daycare assistance at VGCC. Please verify that the below named student has applied to the Department of Social Services for assistance with dependent childcare to enable the student to attend day classes at Vance-Granville Community College. The information requested will be used to determine the student's possible eligibility for supplemental assistance from the college. Please return by the student, mail in the enclosed envelope or fax to (252) 738-3388. Thank you for your cooperation in completing this form.

STUDENT SECTION

I hereby authorize the Department of Social Services to release the information requested on this form to Vance-Granville Community College.

Signature of Student Applicant

Date

Student's School ID or Social Security Number

DSS SECTION

1. The above named student (has___) (has not___) been into the social services office and applied to DSS for daycare assistance to attend college for the current or upcoming semester.
2. The student (is___) (is not___) eligible for daycare assistance at this time.
3. If not, please state the reason the student is not eligible **and** advise whether or not the student is currently on your waiting list for daycare assistance? _____

4. If so, please list the monthly amount DSS is paying or will pay and the effective date.
Amount _____ Effective date _____
5. Are you aware of any unpaid balances that this student might owe to any daycare provider?

6. Please note any other facts that you are aware of or reasons you feel should qualify or disqualify this student from receiving assistance from any other source.

Signature of DSS Representative Completing Form _____

Title _____ County _____

Date _____ Telephone Number _____