

WVU- Student Family Resources (SFR) Student Child Care Assistance Program (SCCAP)

Policies governing student eligibility for use of the Student Child Care Assistance Program

This CCAMPIS funded program supports the participation of low-income parents in postsecondary education through the provision of campus-based child care services.

I. Goals of the SCCAP Program

Provide financial assistance to income eligible full-time student parents with their child care expenses in order to:

- A. Remove child care barriers that would otherwise affect students' ability to obtain their degrees.
- B. Encourage student parents/families to choose consistent, high quality child care.
- C. Enable student parents to make academic progress toward their degrees and graduate.
- D. Focus attention on and support positive family and academic interactions.

II. Eligibility - Student

- A. Applicant must be a full-time low-income WVU student enrolled at the main campus.
- B. Applicant's child(ren) must be 0-12yrs of age.
- C. Spouse or partner of student must be working more than 20 hours per week or enrolled full time as a student at an accredited college or university.

III. Eligibility – Child Care Center/Provider/Schools

- A. Selected child care must meet provider requirements including being state-licensed and accredited or seeking accreditation.
- B. Child care providers must complete required paperwork/agreements through the WVU Student Family Resources and Purchasing and Procurement departments.

IV. Request Process

- A. Student parents must complete a request for assistance (SFR Form 100) and submit their previous year's tax forms (if required to file) or I-20s along with additional required documents with their first application.
Note: Submitting a request does not guarantee acceptance into the SCCAP program
- B. The student parent must present the original birth certificate/passport of each child for whom funding is being requested. Student Family Resources staff will copy each document and return the originals to the student.
- C. Students previously enrolled in SCCAP are required to submit a continuation request at the beginning of each semester along with class schedule and most recent tax return or I-20s.

Note: Submitting a continuation form does not guarantee continued participation in the SCCAP Program.

- D. By submitting an application students agree to complete all program evaluation and assessment requests from Student Family Resources.

V. Subsidies

- A. Subsidy amounts may vary each semester and are subject to funding availability.
- B. Subsidies are mailed directly to the child care provider for the month following that in which expenses were incurred.
- C. Child care provider will submit expenses by the end of the month for the expenses. Reimbursement should be received by the provider by the end of the month for the previous month's expenses.

VI. Student/Family Expectations

- A. It is the responsibility of the student parent to contract for services directly with the selected child care provider. He or she is responsible for any payment balance beyond what is covered by SCCAP.
- B. Students receiving SCCAP understand that West Virginia University does not assume liability for any act or any omission by any person providing care for their child(ren).
- C. Students are required to provide honest and accurate information on all SCCAP documentation.
- D. Students will work productively, positively and respectfully with SFR and child care child provider staff to ensure the best outcomes for all involved.
- E. Student parents are responsible for monitoring the quality of care their child(ren) receive(s) from the provider(s) they select.
- F. Student parents are responsible for understanding and abiding by the child care provider's policies and contracts. Student Family Resources cannot be held responsible for any late fees, deposits, or additional fees as a result of a student's failure to comply with child care provider's contracts and/or policies.

VII. School/Family Changes

- A. Student parents approved for and receiving a SCCAP subsidy are responsible for notifying the SFR office in writing within 10 days of any change such as address, student enrollment, provider change, household employment, class credit load, CCRC funding, immigration status, etc.
 - B. Failure to notify SFR in writing of any changes within 10 days of changes may result in loss of SCCAP subsidy.
 - C. Failure to meet any SFR policies may result in the immediate loss of SCCAP subsidy.
- *WVU SFR staff may require additional documentation from SCCAP applicants at any time to insure compliance.*