Cornell University Student Child Care Grant Program
Funding Period August 2018 – June 2019
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 program for student-parents. Since then, the objective of the Cornell Student Child Care Grant Program 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, before/after school care and support for children up to high school graduation. In 2015, Cornell made a significant investment in our student-parent community by contributing $250,000 to be awarded annually as Student Child Care Grants; another $100,000 was added in 2017. Cornell’s funding for the Student Child Care Grant Program is $350,000 for 2018. The eligibility requirements were changed in Fall 2018 so more families would be eligible for assistance.

As a result of success in summers 2017 and 2018, we anticipate a continued separate Summer Care Program to support summer care expenses (to be announced in spring ’19). Because we prioritize offering the academic year Student Child Care Grant Program, the availability of the Summer Care Program will be determined by funds left over after the 2018-19 program has ended.

How Does the Program Work?
The Student Child Care Grant Program is designed to assist Cornell University students with covering a portion of the costs of eligible childcare, including infant and toddler child care, pre-school/pre-k day care, before/after school care and a stipend for high school age children. Students can receive a taxable grant each year based on the amount of grant funds available and their ability to meet eligibility requirements. As noted below, eligibility looks at the student’s academic status; the work, academics or other engagement of the student’s partner (if any); the household income; the age of child; and the type of child care. After assessment of the various eligibility requirements, some families will be eligible for partial grants and others will be eligible for full grants.

In the spirit of meeting the objective of serving as many Cornell student-parents who meet eligibility as possible, and given the finite pool of funds available, 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. Maximum grant award amounts for 2018-19:

- Infant/Toddler/Preschool (infant through preschool): maximum of $4,000 per child
- Before/after school care (kindergarten up to age 13): maximum of $1,000 per child
- Age 13 through High School Graduation: maximum of $500 per child

There are also special categories which would warrant additional grant awards. If you are a single parent or have a child with a disability, you may qualify for the following amounts:

- Infant/Toddler/Preschool (infant through preschool): maximum of $1,000
- Before/after school care (kindergarten up to age 13): maximum of $300
- Age 13 through High School Graduation: maximum of $150

Maximum award amount per household is $12,000.
Who is eligible?
The goal of this grant is to make as many child care grant subsidies to as many student-parents as possible so that students can better attend to their academic responsibilities. To be considered for the Student Child Care Grant Program 2018-19, you must meet the following eligibility criteria:

1. Be enrolled as a full-time student in a Cornell University degree program at the undergraduate, graduate, or professional level during the semester that you apply for the Student Child Care Grant Program.

2. Be the custodial parent or legal guardian of a child (newborn through high school graduation) during the academic year.

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

4. Utilize child care services to pursue your educational program. For child(ren) up to age 13, student-parent must incur child care expenses for what is defined as legal care. Legal care (which can be informal or regulated) is defined as care where you are paying the provider and the provider is claiming that income on their US taxes. See footnote for more descriptions.¹

5. For child(ren) from age 13 through high school graduation during the academic year, the grant is designed to offset financial hardship associated with child expenses (i.e. extracurricular and academic enrichment activities).

¹ There are several forms of legal care, including both informal and regulated care. These include:

i. 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),

ii. 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.
Eligibility/Grant Structure:

6. You must demonstrate financial need for the grant. Students with family AGI over $120,000 are not eligible. Percentage of the amount awarded is adjusted on your family AGI; noted below.

<table>
<thead>
<tr>
<th>Family AGI for 12 months (per 2017 tax information)</th>
<th>Infant/Toddler/Preschool (per child)</th>
<th>School-age Award (per child)</th>
<th>Age 13 – High School Graduation (per child)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $73,000</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>$73,001 – $100,000</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>$100,001 - $120,000</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
</tr>
</tbody>
</table>

7. In addition, your partner/spouse needs to have activity outside of the home. The premise is that the child will need to be in care during the time of spouse/partner engagement. Percentage of the amount awarded is further adjusted based on spouse/partner activity; noted below.

<table>
<thead>
<tr>
<th>Spouse/Partner Activity</th>
<th>Eligible Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed over 35 hours/week</td>
<td>100%</td>
</tr>
<tr>
<td>Enrolled as a full-time student (over 12 credit hours/semester)</td>
<td>100%</td>
</tr>
<tr>
<td>Considered legally disabled</td>
<td>100%</td>
</tr>
<tr>
<td>Employed 25-34 hours/week</td>
<td>75%</td>
</tr>
<tr>
<td>Employed 15-24 hours/week</td>
<td>50%</td>
</tr>
<tr>
<td>Enrolled as a part-time student (6-11 credit hours/semester)</td>
<td>50%</td>
</tr>
<tr>
<td>Employed 6-14 hours/week</td>
<td>25%</td>
</tr>
<tr>
<td>If unable to be employed due to visa status, but engaged in Cornell/Ithaca community at least 6 hours/week. (i.e. ESL course, volunteering)</td>
<td>25%</td>
</tr>
</tbody>
</table>

8. Additional funds may be awarded if you are either a single parent or have a child with a disability. The amount added to the award is noted below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Eligible Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant/Toddler/Preschool (up through preschool)</td>
<td>$1,000 maximum</td>
</tr>
<tr>
<td>Before/after school care (kindergarten up to age 13)</td>
<td>$300 maximum</td>
</tr>
<tr>
<td>Age 13 through High School Graduation</td>
<td>$150 maximum</td>
</tr>
</tbody>
</table>

Eligibility Limitations: There are limitations associated with the Student Child Care Grant Program:

9. 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, please apply for the faculty/staff grant program. Families can not apply to both programs.

10. If your spouse or partner is a student at Cornell, your household can only apply for one grant.

11. If you will be adding a child to your family (through birth or adoption) this year, 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. Please alert Marie Roller (mr36@cornell.edu) now if this describes your situation.
12. If you do not meet posted eligibility requirements, but believe your individual situation warrants special consideration, you are encouraged to submit an 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.

How Do I Apply for the Grant Program?
Applications are available September 17, 2018. The grant period covers August 2018 - June 2019. The deadline for application is October 31, 2018 at 3:00pm. Award notification will be made via email by November 28. Once application is approved, students will receive a credit on their Bursar account. It may take up to 6 weeks to complete the process. If you have questions, please contact Marie Roller at mr36@cornell.edu

Everyone must complete and submit the application (including the statement of understanding, and Child in Care Information (one per child under age 13)) – attached to this form, pages 5-8.

Everyone must submit these additional documents to apply:

- Family Adjusted Gross Income. Acceptable documentation includes:
  - Completed 2017 tax return, specify if single or joint filing. Will need family AGI documentation.
  - Statement of earnings by employer for 2017
  - 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)

- Spouse/Partner Activity. Acceptable documentation includes one of the following:
  - Written statement for co-applicant’s employer or educational institution verifying employment or enrollment. Documentation must include hours/week associated with the position.
  - If spouse/partner is unable to be employed due to visa status, but engaged in Cornell/Ithaca, please submit documentation from community agency/volunteering (including hours/week) and copy of visa documents indicating F-2 status.
  - If spouse/partner is disabled, please submit documentation from spouse/partner’s doctor.

Submit these documents only if this fits your situation:

- If applying for age 13 – high school graduation category, submit statement from school confirming current attendance.

- If child has a disability, please submit documentation from the child’s doctor.

And, then....

- Submit via U.S. Mail (postmark date) or hand deliver on October 31, 2018 before 3pm. Late, incomplete, faxed, emailed, or campus mailed applications will not be accepted.
  
  Cornell Student Child Care Grant Program
  Cornell University, 401 Mezzanine Willard Straight Hall,
  Ithaca, NY 14853
Application deadline: **October 31, 2018 at 3:00 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 College - Department: ____________________________

☐ Graduate School – Degree/Graduate Field: ____________________________

☐ Professional School – Degree/College: ____________________________

**Do you plan to be engaged in 2018-19 as a full-time student in a Cornell University degree program?**

☐ Yes ☐ No (If no, you are not eligible for this grant. You need to be a registered student to receive this grant)

**Number of children supported in this household:** ____________________________

Name of Child 1: ____________________________ **Age:** ____________

Name of Child 2: ____________________________ **Age:** ____________

Name of Child 3: ____________________________ **Age:** ____________

(If more children, please list out)

**Special Category Consideration**

Are you a single-parent (defined as a person who has a dependent child(ren) who is widowed, divorced or unmarried)?

☐ Yes ☐ No

Does your child have a disability?

☐ Yes ☐ No (If yes, name: ____________________________, please submit documentation)

Are you applying for Age 13-High School Graduation category?

☐ Yes ☐ No (If yes, name: ____________________________, please submit documentation)

**2017 Family Adjusted Gross Income:** ____________________________, please submit documentation
If married, domestic partner or legally separated, name of co-applicant: __________________________

Co-Applicant Information; please check one representing what your co-applicant’s activity is and what you are applying for. My co-applicant is: (please submit appropriate documentation).

- Employed over 35 hours/week
- Employed 25-34 hours/week
- Employed 15-24 hours/week
- Employed 6-14 hours/week
- Enrolled as a full-time student (over 12 credit hours/semester)
- Enrolled as a part-time student (6-11 credit hours/semester)
- Considered legally disabled
- If unable to be employed due to visa status, but engaged in Cornell/Ithaca community at least 6 hours/week. (i.e. ESL course, volunteering). BOCES ESL course qualifies in this category.
- Neither employed, nor a student, no engaged in community. (If this option, you do not qualify for grant)

**Note:** If your spouse/partner is legally allowed to work or enroll in an education program, and is not disabled, but works less than 6 hours per week, you are not eligible for the Cornell Student Child Care Grant Program.

**Special Considerations:** If you do not meet posted eligibility requirements, but believe your individual situation warrants special consideration, you are encouraged to submit an application and provide a statement 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.

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 can not apply to both programs.

☐ Yes  ☐ 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.

☐ Yes  ☐ No

Any monies received via this Student Child Care Grant Program are considered taxable income and I accept that responsibility.

☐ Yes  ☐ No

I have attached all necessary documentation, please see page 4.

☐ Yes  ☐ 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.

☐ Yes  ☐ No

I understand that if I received or will receive a student loan during 2018-19 to assist with childcare expenses that this award may impact student loan eligibility. (If questions, contact your financial aid office)

☐ Yes  ☐ 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 require repayment of my Cornell Student Child Care Grant Program award.

☐ Yes  ☐ No

Student-Parent Signature: ____________________________ Date: ____________________

Print Name: ____________________________ Cornell ID: ____________________________
CHILD IN CARE INFORMATION (ONE CHILD PER PAGE)
Please copy this page and fill out one per child (infant – 13 year olds)

- Only legal care is eligible for the Cornell Student Child Care Program Grant.
- The definition of legal child care is that the child care provider must claim the child care payment/income on their taxes (please see eligibility criteria for detailed description, page 2).

Applicant Name: ____________________________ Cornell ID #: ____________________________

(Last, First, Middle Initial)

Name of child in care: ____________________________ Birthdate: ____________________________

Do you intend to claim this child in your 2018 taxes? ☐ Yes  ☐ No (If no, you are not eligible for this grant.)

Child’s Relationship to Applicant: ____________________________

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

_____ Infant/Toddler/Preschool (infant through preschool)

_____ Before/after school care (kindergarten to age 13)

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) ____________________________

Monthly Cost of child care for this child: ____________________________

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.