

Cornell University Child Care Grant Subsidy for Undergraduate & Graduate/Professional Students
Funding Period September 2016 – August 2017
Information and Eligibility Guidelines

The objective of this grant subsidy is to make it available to as many Cornell students with child care expenses as possible.

How Does the Program Work?

Cornell University's Child Care Grant Subsidy Program for Students is designed to assist Cornell University students with covering the costs of eligible childcare, including infant and toddler child care, pre-school/pre-k day care, summer camp programs for school age children, and before/after school care. Students can receive a taxable grant subsidy each year based on the grant funds available, their annual household income and the age and number of child(ren) in care.

In the spirit of meeting the objective of serving as many Cornell students 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:

1. Infant/Toddler/Preschool award: maximum of \$3,900.00
2. School-Age award: maximum of \$2,600.00
3. Summer camp for school-age child(ren) award: maximum of \$500.00

There is a maximum award of \$5,000 per household for families with more than one child in care.

Who is eligible?

Note: 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, if you are interested in a grant, please apply for the faculty/staff grant program.

The intention of this grant is to provide students with assistance towards their childcare costs so that they can attend to their academic responsibilities.

To be considered for the child care grant subsidy for students, you must meet the following criteria:

1. Be enrolled as a full-time student in a Cornell University degree program at the undergraduate, graduate, or professional level. Students who are not enrolled full-time, but are actively pursuing research or completing a dissertation, may be eligible for the grant if their academic pursuit equates to at least half-time enrollment.
2. Be the custodial parent or legal guardian of a child 13 years or younger (or older, if the child has disability-related special needs) during the academic year. The child(ren) must reside full-time in your local residence while you are completing your academic program in 2016-17.
3. If you will be adding a child to your family (through birth or adoption), you are eligible to apply once you have the child and childcare is in place. If this takes place during the 2016-17 academic year, your grant will be considered based on funds available. When you know that you will be adding to your family after the grant deadline, you are encouraged to talk with Marie Roller.
4. Be unmarried or, have a spouse/partner who is:
 - a. Employed and/or enrolled in an educational program full-time (over 35 hours per week).

- b. If unable to be employed due to visa status, spouse must be enrolled in a minimum of 15 hours of educational programs.
 - c. A statement verifying enrollment from the institution or employer is required.
 - d. If employed 20-35 hours per week, the application will be considered on a pro-rated basis.
 - e. Considered legally disabled.
5. Demonstrate financial need for this subsidy. Family Adjusted Gross Income (AGI), as per FAFSA or FAFSA worksheet, must be under \$67,000 to be eligible.
 6. Utilize child care services to pursue your educational program.
 7. Incur child care expenses from services that are defined as legal care. Legal care is defined as care where you are paying the provider and the provider is claiming that income on their US/NYS taxes.

How Do I Apply for the Grant Subsidy Program?

Applications for the 2016-2017 academic year program are available September 1, 2016. You apply one time for the entire grant period, September 2016-August 2017.

Deadline: **October 14, 2016, 4:00pm** Award Notification: will be made via email on **December 9, 2016**

Once approved, students will receive a credit on their Bursar account. It may take 6 weeks to complete the entire awards process.

To apply: Fill out application completely

- Attach written statement from co-applicant's educational institution verifying enrollment (if applicable)
- Attach written statement from co-applicant's employer verifying employment (if applicable)
- Have legal child care provider sign and include child care provider information for infant/toddler/pre-k or school-age child(ren)
- International Students: Completed 2015 tax return **or** complete a "Foreign National Questionnaire" at <http://www.dfa.cornell.edu/tax/foreign/forms/questionnaire.cfm> and submit to the Tax Compliance Office, 377 Pine Tree Road, Ithaca, NY 14853
- U.S. Students: Completed 2015 tax return **or** attest that a current FAFSA is on file with Cornell University.
- Make copy of complete application for your records
- Submit via U.S. Mail or hand deliver before 4:00 pm on Friday, October 14, 2016 to:
Cornell Child Care Grant Subsidy Program for Students, Cornell University
200 Willard Straight Hall
Ithaca, NY 14853
- Please affix the proper postage amount due in order for your application to arrive in time for consideration. Mailed applications must be postmarked by October 14, 2016 to be considered.

In order to disperse the funds available appropriately and give full consideration to those who have completed the application and are eligible for grant awards, incomplete or late applications will not be accepted.

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Application deadline: **4:00pm Friday, October 14, 2016** Award notification: **December 9, 2016**

US mail or hand deliver to: Child Care Grant Subsidy Program, Cornell University, 200 Willard Straight Hall, Ithaca, NY 14853

No faxed, e-mailed, campus mailed, incomplete or late applications will be considered after October 14 at 4pm.

General Information

Applicant Name: _____ **Cornell ID #:** _____
(Last, First, Middle Initial)

Check one: International Student U. S. Citizen

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____

Cornell University E-mail: _____

Marital Status: Single(including divorced and widowed) Married (including legally separated)
 Domestic Partner

Student Status: Undergraduate Cornell College- Department: _____

Graduate/Professional Student - Department: _____

Number of children supported in this household _____

Co-Applicant Information

Check One: Employed fulltime (35 or more hours per week—verification from employer required)

Employed part-time (20-35 hours per week—verification from employer required)

Enrolled in educational program full-time (A written statement from the institution is required)

Neither employed or a student *

Name of Employer and/or Educational Institution of Co-Applicant: _____

***Note:** If your spouse/partner is legally allowed to work, yet unemployed, you are not eligible for the Cornell University Child Care Grant Subsidy. Your partner must be employed/in school full-time or disabled to be eligible for the grant. If your partner works part time (20-35 hours per week), you may be eligible for a pro-rated grant award. A written statement, verifying enrollment in an educational program, from the institution is required. A written statement verifying employment is required from the employer.

****Co-applicants that are prohibited from being employed due to visa status must be enrolled in a minimum of 15 hours of educational programs to be eligible. Family Adjusted Gross Income (AGI), as per FAFSA or FAFSA worksheet, must be under \$67,000 to be eligible.**

CHILD IN CARE INFORMATION (ONE CHILD PER PAGE)

- Please copy this page and fill out one per child
- Note: Only legal care is eligible for the Cornell University Child Care Grant Subsidy
- Legal care is defined in the eligibility guidelines

Name of child in care: _____ Birthdate: _____

Do you intend to claim this child in your 2016-2017 taxes? Yes No (*If no, you are not eligible for this grant.*)

Child's Relationship to Applicant: _____

Child is in: (Please check what category of child care you are applying for. You may apply for summer camp grant awards and Before/After school care for school-age children.)

_____ Infant/toddler/pre-school/pre-k care

_____ Before/After-school care

_____ Summer camp

CHILD CARE PROVIDER INFORMATION

The definition of legal child care is that a child care provider must claim the child care payment/income on their taxes. This includes individuals (non-state registered care), as long as that individual is not a guardian/parent or teenage child in the family. Please verify this with your care provider and have the provider sign below.

The Student Child Care Grant Subsidy 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) _____

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.

SUMMER CAMP PROVIDER INFORMATION

The Student Child Care Grant Subsidy 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) _____

Statement of Understanding

I understand that if my household is in a position to apply for both the Student and the Staff/Faculty Child Care Grant Subsidy, I am required to apply for the Staff/Faculty Child Care Grant.

By signing this application, I certify that I am requesting the Cornell University Student Child Care Grant Subsidy for a child(ren) in legal care for whom I am financially responsible.

Any monies received via this subsidy are considered taxable income and I will accept that responsibility.

I have attached necessary information to document gross income by my completed tax return from 2015 of income eligibility **or** attest to having a FAFSA with the financial aid office of my college of enrollment, **or** Foreign National Questionnaire on file with the Tax Compliance Office.

Please indicate if your FAFSA is on file with the financial aid office of your college of enrollment 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 repayment of my Cornell University Student Child Care Grant Subsidy.

Signature: _____

Date: _____