



Brunswick Community College Childcare Provider Grant Application Process and Eligibility Requirements

1. Submit current FAFSA to determine your need for assistance; to qualify for the childcare grant, you must have remaining unmet need as determined by your FAFSA.
2. Enroll in half-time (6 credits) in a curriculum diploma or degree-seeking program; funding preference given to students who are not solely in online courses.
3. Must be a North Carolina resident.
4. Must maintain satisfactory academic progress (SAP): 67% completion rate and 2.0 GPA.
5. Submit a Child Care Application, copy of children's birth certificate, copy of children's social security cards, signed provider agreement form, and signed procedures statement. The provider to be paid cannot be a parent of the child receiving care, but can be a grandparent, nanny, daycare – licensed or unlicensed, or another individual providing care for the child.
6. Monthly paperwork is due by the last day of the month to BCC – including child attendance and invoice from provider, and course attendance from student's instructors.
7. Reimbursement is limited to your actual expenses, up to a maximum of \$650 monthly.
8. Monthly reimbursement checks are mailed directly to the childcare provider.
9. The grant is only available in the fall and spring semesters, and availability is dependent on the annual allocation received by the North Carolina Community College System Office.
10. Failure to submit any of the monthly paperwork (child attendance, invoice, course attendance) by the last day of the month may result in cancellation of your funding. Funds will then be reallocated to assist other applicants.

Student Initials:

Date:



Childcare Assistance Procedures and FAQs

FYI

1. Students must reapply each year for childcare assistance; first-come-first serve.
2. Contingent upon availability of funds, previous childcare participants who have adhered to the grant requirements will receive priority for support until they graduate. It is not guaranteed.
3. Selection of the childcare provider is the responsibility of the student.
4. The student is responsible for any registration fees, any other administration fee, physical examination fee, late pick-up fees, or any other fees that may arise from the childcare provider. These fees are not subject to grant coverage.

Attendance

5. The childcare provider must keep monthly attendance records of the child in their care as well as a monthly invoice for services. These must be sent to BCC by the last day of each month.
6. Payments to the provider are mailed during the month following the reporting/attendance period (i.e., services rendered in January are paid out in February)
7. The student must complete a monthly class attendance form and have it verified/signed off by each instructor. Failure to submit your attendance sheet at the end of the month, for two consecutive months, will result in the termination of your childcare agreement.
8. Funds are only paid during the fall and spring semesters; it is not available in summer.
9. Funds can only be paid for the time period when the student attends classes/active in online classes at BCC.
10. Funds can cover "excused absences" such as when the student or child is sick (3-day limit), emergency school closings, and cancelled classes.
11. Funds will be revoked if the child is habitually absent from the provider, or student is habitually absent from class. (Habitually absent as determined by provider and/or instructor)

Termination

12. If student drops or withdraws below 6 registered credit hours, they are no longer eligible to receive assistance and will be terminated. This will result in a revised contract between BCC and the provider through the last date of attendance in classes. Funds would be prorated through the last date of attendance and the student would be responsible for the remainder owed to the provider.
13. Other than what has already been outlined in this document, other reasons for termination are, fraudulent misrepresentation of information, expulsion of the child due to excessive misconduct, if the childcare provider is proven guilty of charges, and if the student is dissatisfied with the quality of care and removes the child.
14. Termination may mean loss of eligibility from future childcare assistance. Providers would be informed, and the student would be responsible for payment of the bill from the date of termination. If there are any fees from the provider associated with termination, it is the student's responsibility to pay, not the grant from BCC.
15. Availability of funds depends on annual allocation from the NCCCS. If for any reason these are terminated to BCC, it will result in termination of the childcare contract from BCC to the provider. If this occurs, BCC will make every effort to notify the student at least 30 days prior to the termination of the contract.

Student Initials:

Date:



BRUNSWICK COMMUNITY COLLEGE

Childcare Assistance Application

Include a copy of the birth certificate and Social Security card for each child.

Today's Date: _____

Incomplete applications will not be considered.

Name: _____ BCC Student ID#: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Phone #: _____

Curriculum Degree/Diploma Program: _____ No. Credits Registered: _____

Marital Status (circle one): Single Married Divorced Widowed Separated

No. of persons in your household, including yourself: _____ No. of children in childcare _____

Child's Name:

Age:

Date of Birth:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Childcare Provider: _____ Director: _____

Tax ID or SSN of Provider: _____ License #: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone #: _____ Email: _____

Weekly Cost Per Child: _____ Total Monthly Cost (Include All Children): _____

**I certify that all information given is true and correct. I understand BCC may verify information in this application. Deliberate misrepresentation is subject to termination. I agree to notify BCC Staff of any changes to my status in childcare, or academic information. I give my permission for BCC Staff to review my academic transcripts to determine if requirements are met during the childcare application process, and if I receive funds to maintain eligibility. I agree that I have read, understand, and will comply with the procedures outlined in this document:*

Signature: _____ Date: _____



BRUNSWICK COMMUNITY COLLEGE

Childcare Provider Agreement

(To be completed by the childcare provider once student is approved for funds.)

Childcare Provider: _____ Director: _____

License #: _____ Expiration: _____ Tax ID or SSN: _____

WHEREAS, (childcare provider) _____ has agreed to provide childcare services

For (children's names) _____

While (parent-student's name) _____ is enrolled at Brunswick Community College.

Through the Childcare Grant, the provider will be compensated at a rate of up to \$_____ per month, contingent upon available funding. Any differences shall be paid solely by the child's parent. BCC will send monthly payments for the following months, after services rendered, as long as the provider sends monthly invoices and child attendances forms to BCC. These are due by the last day of each month to BCC. BCC will not be responsible for any payments for forms received more than 30 or 31 days after childcare services are rendered. BCC will not be held responsible for any childcare fees other than those expressly set forth herein.

The terms and conditions of this contract are void and unenforceable upon the first occurrence of any of the following events:

1. The child's parent has too many absences, or
2. The child's parent ceases to attend classes at Brunswick Community College,
3. The childcare provider, or any employee thereof, is proven guilty of charges involving child abuse, or
4. The child's parent decides to withdraw the child from the provider's care, or
5. The misuse of federal childcare funds, or
6. The failure of the student to submit an attendance sheet at the end of the month, in which case the full childcare bill becomes the student's responsibility from the last date of attendance, or
7. The failure of the student to notify BCC staff concerning any schedule changes, which result in student's termination from the program, in which case the full childcare bill becomes the student's responsibility, or
8. The student's enrollment at BCC drops below 6 credit hours, which results in student's termination from the program, in which case the full childcare bill becomes the student's responsibility.

Variations on any of these guidelines will be addressed on an individual basis.

My signature indicates that I will comply with the terms and procedures of the childcare grant as of the date of the signature.

Signature: _____ **Date:** _____

Printed Name: _____