



## *The Pennsylvania State University Student Parent Child Care Subsidy Application and Information Form*

*We are maintaining a wait list at the current time.*

**Please complete this application and send copies of all necessary documents to:**

**The Pennsylvania State University • Stephanie L. Zezzo • 321 James M. Elliott Building**

**• University Park, PA 16802-5032**

**(phone) 1-800-746-6759 • (email) [subsidy@psu.edu](mailto:subsidy@psu.edu) • (fax) (724) 834-1755**

**<http://childcaresubsidy.psu.edu>**

**You will be informed, via an official award letter, if your family has been awarded a child care subsidy.**

**A waiting list is maintained as necessary.**

### **About the program...**

The Penn State University Student Parent Child Care Subsidy program is made possible by the U.S. Department of Education “Child Care Access Means Parents in School” grant authorized by the Higher Education Amendments of 1998. This program assists universities and colleges in improving child care access for student parents. The U.S. Department of Education has awarded Penn State \$375,000.00 each year until September 2013, thus equaling \$1.5 million dollars. These funds are to be used to assist undergraduate, pell grant, recipients with child care fees.

For the fiscal year 2011- 2012, \$87,000 of the program budget is provided by the University Park Allocation Committee (UPAC) to graduate and undergraduate students at the Penn State University Park campus. In order to apply for these funds, you must be paying the student activity fee. Other campus locations awarding funds from student activity fees include Penn State Altoona, Penn State Erie, The Behrend Campus and Penn State Fayette.



## Who may apply?

- Any Penn State student who is enrolled in a **degreed program** at the undergraduate or graduate level (Graduate student funding is **only** available for University Park). Federal Pell Grant recipients will be given priority over students not receiving a Federal Pell grant. You must be paying the student activity fee to apply. Graduate students enrolled in classes at or over the 601 level are **not** paying the activity fee. There are no deadlines for applications and a waiting list will be maintained.
- All parent/guardian(s) living with the child must be attending Penn State University or working full- or part-time.
- Annual family income must be under:
  - \$40,000 per year for a family of 2 or 3
  - \$45,000 per year for a family of 4
  - \$50,000 per year for a family of 5 or more

*Note: Financial documentation is needed to verify income. (Please see application below.)*

- Your child must be enrolled in a licensed and accredited child care center or a registered family home provider. (You may apply to be placed on the wait list at any time.)
- Your provider must sign a **Child Care Agreement Form** found on the PSU subsidy website at [www.childcaresubsidy.psu.edu](http://www.childcaresubsidy.psu.edu)

## How much financial assistance will I receive if I qualify?

- Qualifying undergraduate full-time students will be eligible for 75% of their total monthly child care fees with a maximum of two children served.
- Qualifying graduate full-time students will be eligible for 65% of their total monthly child care fees with a maximum of two children served.
- Parents must be full-time students to qualify for full-time child care assistance. Part-time child care assistance will be allocated for part-time students according to need. The Office of Human Resources will determine maximum subsidy funding at the time of award. Funding is available for snow-days, summer childcare, finals and mid-term studies and before-and-after school care. Please speak to Stephanie regarding your needs for child care.

## How is eligibility determined?

- Annual family income is determined through the submission of financial documents. Student verification is determined through the submission of student documentation.
- Undergraduate student who receive a Pell Grant are given first priority.
- Graduate student who meet our income guideline must be paying the student activity fee.
- Eligibility is dependant upon receipt of a signed agreement form from your child care provider.

## What is considered as income?

- Applicants must indicate all sources of income for your family including Social Security income, child support, scholarships, assistantships, fellowships, grants, etc.
- Pell grant recipients will be funded prior to non-pell grant recipients.
- Copies of all necessary financial documents must be included with your completed application.

## When can I start receiving subsidy?

- Subsidy is effective the 1<sup>st</sup> of the month following receipt of eligibility notification.
- Eligibility notification will be sent to your family after all requested documentation and signed application are submitted, qualifying financial status verified, student status verified, signed provider agreement received, and if subsidy funds are available.

## Is there a waiting list for funds?

- Yes, a waiting list is maintained. You will be placed on the waiting list according to the date and time your complete application is received at the Office of Human Resources.

## May I use my current child care provider?

- Participating child care providers must be licensed with the Department of Public Welfare and family home providers must be registered with the Department of Public Welfare. All providers must have an Agreement Form on file. <http://www.childcaresubsidy.psu.edu>
- Your provider must be accredited by one of the following: National Association for the Education of Young Children, National Afterschool Association, National Association for Family Child Care, Middle States Accreditation. [www.naeyc.org](http://www.naeyc.org)
- Your child care provider must be at least a STAR 2 in the Keystone Stars program. See [http://www.pakeys.org/pages/stars\\_centers.aspx](http://www.pakeys.org/pages/stars_centers.aspx)
- You may apply for the student subsidy if you are not currently using a licensed provider; however, you must be willing to change to a licensed and accredited provider before you receive subsidy funds. You will be required to verify the caregiver's license and accreditation prior to disbursement of funds.

## Where can I find a licensed child care center or registered home provider?

Regional Day Care Offices	Counties Served
<b>Western Region</b> 1-800-222-2149	Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington, Westmoreland
<b>Central Region</b> 1-800-222-2117	Adams, Bedford, Blair, Cambria, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Somerset, Union, York
<b>Northeast Region</b> 1-800-222-2108	Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne, Wyoming
<b>Southeast Region</b> 1-800-346-2929	Bucks, Chester, Delaware, Montgomery, Philadelphia

**Where can I find an accredited child care center?**

- Search the web site below:  
<http://www.naeyc.org>

**Where can I find an accredited family home provider?**

- Search the web site below:  
<http://nafcc.org>

**Where can I find the Keystone Star status of my provider?**

- Search the web site below:  
[http://www.pakeys.org/pages/stars\\_centers.aspx](http://www.pakeys.org/pages/stars_centers.aspx)

**How will I receive the Child Care Subsidy funds?**

- Funds will be disbursed directly to your provider on a monthly basis. Your provider is responsible for billing our office on a monthly basis for your child care subsidy.



## *Penn State Student Parent Child Care Subsidy Application*

***\*\*Please complete information for all parent/guardians living in your household***

**WE ARE CURRENTLY MAINTAINING A WAITING LIST FOR FUNDS.**

**The information requested on this application has been required by the U. S. Department of Education as reporting data to continue grant allocations to The Pennsylvania State University for the Student Subsidy Program. All data are used to support the need for future funding. Financial information is confidential and will be used to determine eligibility by the Office of Human Resources. All other information is private and has no effect on determining eligibility. Thank you for your cooperation in this matter.**

\_\_\_\_\_  
**Parent/Guardian Name(s) (Include all parents living with the child)**

**Child's Name (maximum 2 children)**

**Date of Birth**

**Sex (Male/Female)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent Street Address**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Parent/Guardian Phone Number(s)**

\_\_\_\_\_  
**E-mail(s) \*\*Please use your PSU assigned email**

\_\_\_\_\_  
**PSU Student ID number(s) (Not your Social Security Number)**

**Campus location: (ex. PSU Altoona)** \_\_\_\_\_

**County in which you reside.** \_\_\_\_\_

**1. Date child care subsidy requested to begin:** \_\_\_\_\_

**2. How long do you anticipate needing subsidy funds for child care?** \_\_\_\_\_

**3. Will you be taking summer classes and need child care assistance?** \_\_\_\_\_

4. Are you currently receiving any other federal, state or private child care subsidy? \_\_\_\_\_

If so, please explain \_\_\_\_\_

5. Student status of parent/guardian(s) living with child:

- /  Undergraduate - Freshmen, Sophomore, Junior, Senior (Please circle appropriate category)
- /  Graduate
- /  Other – (explain) \_\_\_\_\_

6. College of Study at PSU?

- /  College of Agricultural Sciences
- /  College of Arts and Architecture
- /  Smeal College of Business
- /  College of Communications
- /  College of Earth and Mineral Sciences
- /  College of Education
- /  College of Engineering
- /  College of Health and Human Development
- /  College of Information Sciences and Technology
- /  School of International Affairs
- /  School of Law
- /  College of Liberal Arts
- /  School of Nursing
- /  Eberly College of Science
- /  Graduate School
- /  Schreyer Honors College

7. Please indicate the type of degree you will earn.

- /  Associate Degree (2 year)
- /  Bachelor Degree (4 year)
- /  Doctoral Degree
- /  Other (explain) \_\_\_\_\_

8. Expected graduation date (ex. spring 2014)? (mom) \_\_\_\_\_ / (dad) \_\_\_\_\_

9. What degree will you hold when you graduate?

- Certificate
- Associates Degree
- Bachelor's Degree
- Teaching Credential
- Master's Degree
- Doctorate Degree

10. Please check appropriate box for student parent.

- Female (single head of household)
- Male (single head of household)
- Married (one parent attending Penn State University)
- Married (both parents attending Penn State University)
- Dependent Student (living at home with parents or guardians)

**11. Please select one or more for student parent.**

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Hawaiian or Other Pacific Islander
- White
- Two or More Races

**12. Do you receive a Federal Pell Grant?** \_\_\_\_\_

**13. Are you a first generation college student?** \_\_\_\_\_

**14. Information about your child care provider:**

_____ Name of Child Care Facility	_____ License/Registration Number of Facility
_____ Director's Name	_____ Center E-mail
_____ Telephone Number	_____ Keystone STAR Level (Must be at least a STAR 2, Check here <a href="http://www.pakeys.org/pages/stars_centers.aspx">http://www.pakeys.org/pages/stars_centers.aspx</a>
_____ Address of Child Care Provider	_____ Is the center accredited ( <a href="http://www.NAEYC.org">www.NAEYC.org</a> )?
_____	
_____	
_____	

**15. Has your provider completed the PSU Provider Agreement Form?** \_\_\_\_\_  
\*\*Form may be found at <http://www.childcaresubsidy.psu.edu>

**16. Please indicate the number of credits for which you intend to register.**

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**17. What type of child care services do you plan to use?**

- a. Full-time (25hr./week or more) \_\_\_\_\_
- b. Part-time (24 hr./week or less) \_\_\_\_\_
- c. Before-and after school care \_\_\_\_\_
- d. Are you planning on using summer childcare? \_\_\_\_\_



**Submit the completed application form and copies of the following documents to:**

**The Pennsylvania State University  
 Stephanie L. Zezzo  
 321 James M. Elliott Building  
 University Park, PA 16802-5032  
subsidy@psu.edu  
 Phone: 1-800-746-6759  
 Fax: (724) 834-1755**

- Current PSU financial aid report (assistantship letters, stipends, loans, grants)  
(This form may be obtained at your campus Student Aid Office or on E-Lion)
- Filed Federal income tax return if you ARE NOT receiving a Federal Pell Grant
- Past three (3) months of pay stubs for parent/guardian(s) living with child and not attending PSU
- Information regarding child support (if applicable)
- Current semester bill, you must be paying the student activity fee (601 level does not qualify)
- Signed Statement of Understanding (below)
- Child Care Center who is a STAR 2 or accredited
- Child Care Provider agreement form must be signed prior to starting your child care subsidy.

**Statement of Understanding: (please read and sign below)**

I understand that changes in student and/or financial status may result in loss of subsidy for my family. I also understand that I will need to re-verify financial and student documentation **PRIOR** to the start of each semester (including summer session) with the Child Care Specialist. I verify that my child is enrolled with a licensed or registered provider and will inform Penn State if that status changes. I will notify the Office of Human Resources, within 10 days, of any changes in my financial status, student status, or provider status. (This includes dropping classes.) Failure to pay co-payments according to my provider’s regulations or multiple unexcused absences (10 times during a semester) from child care will result in the loss of my subsidy. I understand my subsidy award is contingent upon funding from the U.S. Department of Education CCAMPIS Grant on an annual basis. Penn State University does not assume any liability for child care services. It is the parent or guardian’s responsibility to research the quality of your licensed and accredited child care facility. It is the parent or guardian’s responsibility to monitor the quality of child care services and determine the safety of your child’s environment. Penn State holds no responsibility for the quality of child care services being provided. I understand I need to pay my child care co-payment each month in order to continue receiving child care subsidy from The Pennsylvania State University and that my subsidy allocation may change at the discretion of the Office of Human Resources.

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**Parent/Guardian Signature**

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**Date**

The Pennsylvania State University, 321 James M. Elliott Building, Office of Human Resources, University Park, PA 16802  
 Updated October 2011