# Policy and Procedure for Child Care Support Using Perkins V Funds

## Policy Statement

Generic Community College and Technical Institute is committed to supporting student success by addressing barriers that may prevent participation and completion in Career and Technical Education (CTE) programs. In accordance with Perkins V, Section 135(b)(5)(S), the college may use Perkins funds to provide child care support for eligible students who are members of special populations. This policy ensures compliance with federal regulations, including the supplement-not-supplant requirement, and establishes a streamlined process for determining and documenting eligibility for such support.

## Scope

This policy applies to all students enrolled in Perkins-eligible CTE programs at Generic Community College and Technical Institute who request child care support through Perkins funds.

## Eligibility Criteria

To qualify for child care support, students must meet the following criteria:

* Enrollment: Be actively enrolled in a Perkins-eligible CTE program at the college.
* Special Population Status: Belong to one or more special populations as defined by Perkins V §3(48).
* Unmet Need: Demonstrate that other funding sources do not sufficiently cover child care expenses (e.g., state subsidies or institutional resources).

## Procedure

1. Application Process:

• Submission of Request: Students must complete a Child Care Support Request Form and provide the required documentation.

• Use of Existing Records: Staff will use institutional records to verify enrollment, financial aid status, special population status, and class schedules.

2. Approval Process:

• Staff Recommendation: Reviewers will assess eligibility and provide a recommendation.

• Final Approval: A designated administrator will review and approve or deny the request.

3. Notification:

• Students will be notified of the decision within [X] business days. Approved notifications will include details on the duration and amount of child care support.

4. Disbursement of Funds:

• Funds may be paid directly to providers or reimbursed upon submission of valid receipts.

## Reassessment

1. Frequency: For ongoing child care support, students must reaffirm their need by completing an updated attestation each semester.

2. Staff Review: Staff will reassess eligibility and confirm the continued necessity of Perkins funding.

## Supplanting Safeguards

* Perkins funds will only address unmet child care expenses not covered by other resources.
* Staff will maintain documentation of funding sources reviewed and the student’s ineligibility or lack of sufficient support from alternative sources.
* If the student later receives alternative funding, Perkins support will be adjusted or discontinued as necessary.

## Documentation and Recordkeeping

The college will maintain records for all requests, including:

* Completed application forms.
* Supporting documentation (e.g., special population status, child care expenses).
* Verification of non-supplanting efforts.
* Disbursement records.

Records will be retained for a minimum of [3 years] in compliance with federal and state requirements.

## Audit and Compliance

The college will periodically review child care support records to ensure compliance with federal requirements and institutional policies. Any discrepancies will be addressed promptly.