

Policy and Procedure for Child Care Support Using Perkins V Funds

Policy Statement

“Generic” Community College 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 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.

_____ **Community College**

Child Care Support Request Form

This completed form must be submitted to the Office of Financial Aid to be considered for the Child Care Grant program.

Full Name: _____

Student ID Number: _____

Phone Number: _____

Email Address: _____

Attestation

The undersigned attests that I require financial assistance for childcare expenses to participate fully in my Career and Technical Education (CTE) program. I confirm the following:

1. I am enrolled in a Perkins-eligible CTE program at _____ Community College.
2. I have a dependent child/child requiring childcare services during my class times or required program activities.
3. I am not receiving sufficient support from other funding sources (e.g., state childcare subsidies, social services, etc.) to cover my childcare expenses because I have either been denied, placed on a waitlist, or have been informed the child care funding has been exhausted.

I understand that Perkins funds are intended to address unmet needs, and I certify that the childcare assistance requested is necessary for my ability to participate in my program.

Student Signature: _____ **Date:** _____

For College Use Only

Received By (Name): _____

Date Received: _____

Student Name: _____

Verification Checklist:

Enrollment Status Confirmed: ☐ Yes ☐ No

Special Population Status Confirmed: ☐ Yes ☐ No

Unmet Need Confirmed: ☐ Yes ☐ No

Recommendation by Staff (Name): _____

☐ Approve

☐ Deny

Comments:

Final Approval by Administrator:

☐ Approve

☐ Deny

Comments:

Signature of Administrator: _____

Printed Name: _____

Date: _____