



# Cornell University Child Care Grant Subsidy for Undergraduate & Graduate/Professional Students



Funding Period September 2008 – August 2009

## Deadlines:

Fall Semester: September 12

Spring Semester: December 5

Summer Semester: April 18

## Information and Eligibility Guidelines

Cornell University is taking aggressive steps to be THE educational choice for students seeking a university where students are viewed and respected as whole persons with identities and responsibilities that extend beyond their educational pursuits. To assist in achieving this goal, the University, through the financial support of the Provost's Office, has established the Cornell University Child Care Grant Subsidy Program for Students (CCGSPS) to help meet the cost of quality child care.

### History of the Cornell University Child Care Grant Subsidy Program

In 1991, Cornell University's Task Force for Working Families recommended providing financial assistance to Cornell faculty, staff and students with child care expenses. Based on this recommendation, the Division of Human Resources and the President's council of Cornell Women, in conjunction with the Day Care and Child Development Council of Tompkins County, began researching options for providing this assistance. In December of 2000, then President Hunter Rawlings III announced the implementation of the child care grant subsidy program for faculty and staff. In the spring of 2004, Provost Biddy Martin, in conjunction with Dean Alison "Sunny" Power, established funding for a child care grant program for all students with child care expenses. The objective is to make the grant subsidy 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 child care, including infant and toddler child care, pre-school/pre-k day care, holidays for school age children, summer camp programs for school age children, and before/after school care. Students can receive a *taxable* grant subsidy each year based on annual household income, the age of child(ren) in care, and the annual cost of child 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. If you are interested in a grant, please apply for the faculty/staff grant program.

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 12 years or younger (or older, if the child has disability-related special needs), or will be adding a child to your family (through birth or adoption) during the academic year and you are financially responsible for the child.
3. Be unmarried or, have a spouse/partner who is:

- a. Employed and/or enrolled in an educational program full-time or
  - b. Employed and/or enrolled in an educational program part-time (grant amount is reduced in this situation based on the discretion of the grant committee) or
  - c. Unemployed due to Visa status (grant amount is reduced 50% in this situation) or
  - d. Considered legally disabled
4. Demonstrate financial need for this subsidy.
  5. Utilize child care services to pursue your educational program.
  6. Incur child care expenses from services that are defined as legal care.

Note: You may apply for the grant even if you are not currently using legal care. If you are awarded a subsidy grant, you must be willing to change to legal care within 30 days of the beginning of the period for which you are awarded the subsidy. Legal care is defined as care where you are paying the provider and the provider is claiming that income on their taxes. More information on legal care is available in the following pages.

### **How Do I Apply for the Grant Subsidy Program?**

Applications for the 2008 – 2009 academic year program are available May 19, 2008. You may apply for all or only one of the following semesters: Fall 08 (September-December), Spring 09 (January-June), or Summer 09 (July-August).

#### **Deadlines:**

**Fall Semester: September 12**

**Spring Semester: December 5**

**Summer Semester: April 18**

Applications can be found online at the Division of Human Resources web site at <http://www.ohr.cornell.edu/benefits/childcareGrant/index.html> (contact: Cassandre Joseph, 254-5437, [childcare@cornell.edu](mailto:childcare@cornell.edu)), the Veterinary Medicine Student Services Office (contact: Jai Sweet, 253-3700, jr27), the Graduate School Student Life Office (contact: Brenda Wickes, 255-5284, bw32), Johnson Graduate School (contact: Kerwin-Michael Smith, 255-4793, ks296), Law School (contact: Karla Vargas, 255-5141, kmv24), and the International Students and Scholars Office (contact: Adrianna Rovers, 255-3815, apr6).

Once approved, students will either receive a credit on their Bursar account (undergraduate students) or receive a check (graduate students). It may take 6 weeks to complete the entire application process.

#### **To apply:**

1. Complete the application form.
2. Attach documentation of income for applicant and co-applicant, or if self employed, the most recent Schedule C or 1099.
3. Attach documentation of student status for applicant and co-applicant, reflecting the total number of credits enrolled.
4. Make a copy of your application and income sources for your own records.
5. Submit the completed application and income information via US Mail to:

Child Care Grant Subsidy Program for Students  
Cornell University  
Box 43 Day Hall  
Ithaca NY 14853

**Please affix the proper postage amount due in order for your application to arrive in time for consideration.**

Note: Although you should include all sources of income on the application, loans and other forms of financial aid to cover school-related expenses will not be included in the calculation of the grant amount.

**I am an international student. What other steps will I need to take?**

International students are required to complete a “Foreign National Questionnaire” form, available at: [http://www.payments.cornell.edu/Foreign\\_Nationals.cfm](http://www.payments.cornell.edu/Foreign_Nationals.cfm) Completed forms should be sent to: Please submit to the Tax Compliance Office, 377 Pine Tree Road. Please make sure to include your foreign address on your application as well.

**How Can I Estimate My Grant Subsidy Award Amount?**

Once a student’s eligibility for the program has been determined, based on the criteria outlined above, the subsidy grant awards will be based on the availability of funds for the program, the student’s financial need, the employment/student status of the co-applicant, the type of child care and the cost of child care.

The estimated amount of child care grant that will be provided to a family is as follows, based on full-time student status and full-time student/employment status of co-applicant. Reduced student or work status, less than full-time, will be taken into account when calculating final award amount.

<b>Annual Household Income</b>	<b>Infant Care</b>	<b>Toddler Care</b>	<b>Preschool Care</b>	<b>School Age Before/After Care (Sept-June)</b>	<b>School Age Summer Camp/Program Care (July-August)</b>
<b>0 – \$19,999</b>	35%	35%	30%	30%	25%
<b>\$20,000 – 39,999</b>	30%	30%	25%	25%	25%
<b>\$40,000 – 59,999</b>	25%	25%	20%	20%	25%

**How Will I Receive My Grant Award?**

Funds will be disbursed in the form of a check (graduate students) or via your Bursar account (undergraduate students) after verification of eligibility and child care expenses. The process may take up to 6 weeks.

**I plan to or would like to send my child to the Cornell University Child Care Center.**

Student families that send their children to the Cornell University Child Care Center may be eligible for additional assistance. Please contact Cassandre Joseph at (607) 254-5437 or [childcare@cornell.edu](mailto:childcare@cornell.edu) for more information.

**Questions**

If you need assistance completing the Child Care Grant Subsidy application or if you have questions about the program, contact Cassandre Joseph in the Office of Workforce Diversity, Equity and Life Quality at (607) 254-5437 or via e-mail at [childcare@cornell.edu](mailto:childcare@cornell.edu)

# Cornell University Child Care Grant Subsidy Program

## New York State Definitions of Legal Child Care & Health Department Standards for Summer Day Camp

### Legal Child Care is Defined As:

#### **Informal Care** - Unregulated but legal (no permit required):

- Provider is required to claim income from childcare services provided on taxes
- A person who does child care in his/her home for a maximum of 2 children at a time, in addition to his/her own children or
- A person or program providing care for any number of children for less than 3 hours a day or
- A person who provides care in the home of the child (in-home care) or
- A person who is closely related to the children in care (includes grandparents, aunts, uncles, first cousins)

#### **Regulated Care** - All child care is regulated by the NYS Office of Children and Family Services which issues permits (registrations and licenses).

- **Family Day Care** - must be registered. One provider, age 18 or older, receives a permit to care for a maximum of 3-6 children on a regular basis, for more than three hours a day, in a personal residence. Maximum capacity depends on the ages of children in care.
- **Group Family Day Care** - receives a license. The maximum capacity is 7-12 children and depends on the ages of children in care. Care is provided on a regular basis in a personal residence by approved caregivers who are age 18 or older. One caregiver is required for each two children under age 2 years. A minimum of two providers must be present whenever 7 or more children are in care.
- **Day Care Center** - must be licensed. Care is provided to 6 or more children on a regular basis for more than 3 hours a day, usually at a location other than a residence. There are strict building, staffing and program requirements. Children are grouped by age (6 wks. - 18 mo., 18 mo. - 3 years, 3 - 5 years, 6+ years), and may not mix with other groups.
- **Small Day Care Center** - must be registered. Care is provided to 3 - 6 children on a regular basis at a location other than a residence for more than three hours a day. No more than two children under the age of two may be cared for at any one time.
- **School Age Child Care** - must be registered. Care is provided on a regular basis to 7 or more children who are under 13 years of age and who attend kindergarten or a higher grade. Care is provided at a site other than a personal residence. Care is provided during the school year before and/or after the time when the child is ordinarily in school. It may also provide care during school holidays, summer vacation and those periods of time when school is not in session. These programs must operate consistent with the school calendar.
- **Camps** – In NYS, summer camps must have a Health Department permit to operate legally. The camp is required to be inspected twice yearly and the inspection reports and required plans are filed at the health department and are available for review.

#### **Contact Information**

##### **For questions regarding the definition of child care:**

Day Care & Child Development Council: (607) 273-0259

NYS Office of Children and Family Services, Bureau of Early Childhood Services: (315) 423-1202

##### **For questions regarding the definition of summer camp:**

Tompkins County Dept of Health, Division of Environmental Health: (607) 274-6688