

Rights and Responsibilities & Parent Agreement

PLEASE SIGN THE PARENT AGREEMENT AFTER YOU HAVE READ THE RIGHTS & RESPONSIBILITIES

- The Childcare Assistance Program provides financial assistance towards childcare costs for children from birth through 12 years, 11 months old. Student-parents must use DSHS (Washington State Department of Social and Human Services) -licensed childcare providers in good standing, and not related by blood or marriage.
- This program provides funding for **childcare costs only**. Funding is **not** provided for any kindergarten fees, private school tuition (for kindergarten or higher), nannies, registration fees, field trips, meals, extra activities or for unlicensed childcare.
- Several before- and after-school care programs or summer day camps specifically listed with and directly sponsored by the City of Seattle or the Seattle Parks Department, YMCA and the Boys and Girls Club for 5-12 year olds are may not require a DSHS license.

ELIGIBILITY AND ACCOUNTABILITY

- To maintain your eligibility to receive childcare assistance, you must be a state tuition- and fee-paying student registered at the UW Seattle campus.
- You may receive assistance during any quarter for which you are registered for classes. If you are not registered for classes, you are not eligible to receive any funding from this program.
- On the tenth day of classes, each quarter, the number of credits each student is registered for will be verified with the Office of the Registrar.

RESPONSIBILITY OF STUDENT PARENTS

- All monies paid to childcare provider are on student's behalf and are the student's responsibility.
- Students, not the childcare provider must provide quarterly documentation of charges, to the childcare Assistance Program Office.
- The student-parent, **not the childcare provider**, is responsible for returning all forms by the deadline and for making sure the University receives a refund for any overpayment of assistance (whether the refund comes from the student-parent or from the childcare provider).

DATES OF ASSISTANCE

- In the Childcare Assistance Program quarters are considered to be three full calendar months. The dates do not correspond exactly to the academic calendar, but to a standard calendar.
- The Childcare Office pays for the entire 3 months, regardless of the last day of the academic quarter, *if* childcare costs were accrued.
- **Childcare assistance checks for the full three months, will be distributed to student-parents two weeks after the 10th day of the beginning of each quarter.**
- The check will be available provided all the necessary paperwork has been properly completed and submitted to the Childcare Assistance Program office as outlined in the Rights and Responsibilities for Parents.

AMOUNTS PAID

- For children from birth through 6 years 11 months of age (infant, toddler and preschool), students can receive between 20 and 60 percent of their childcare costs.
- For children from 7 through 11 years 11 months of age (school age), students can receive between 12 and 35 percent of their childcare costs.
- The Childcare Assistance Program will pay a percentage of the monthly cost (rounded to the nearest dollar) OR the maximum allocation, whichever is less.
- The remaining balance for all age groups must be covered by personal resources or by other agencies, such as Working Connections (DSHS) or the Seattle Milk Fund.
- In 2006-2007, students who are registered for **full-time** can receive 60% or the maximum allocation. The amounts for 2006-2007 are listed below:

Infants (1-12 months)	60% of monthly cost <i>or</i> \$582 (monthly cost of \$970 or above)
Toddlers (13-36 months)	60% of monthly cost <i>or</i> \$550 (monthly cost of \$917 or above)
Preschoolers (3-6 yr.)	60% of monthly cost <i>or</i> \$473 (monthly cost of \$788 or above)
School-Age (7-12 yr.)	35% of monthly cost <i>or</i> \$217 (monthly cost of \$620 or above)

- For students who choose to register for **part-time credits**, the amount of assistance will be prorated based on the number of credits for which you register. The amounts for 2006-2007 are listed below:

For infants, toddlers & preschool

<u>Credits</u>	<u>%</u>	<u>\$ Max Inf.</u>	<u>\$ Max Tod.</u>	<u>\$ Max Pre.</u>
8 & 9	53%	\$514 (\$1542/qtr)	\$486 (\$1458/qtr)	\$418 (\$1254/qtr)
6 & 7	43%	\$417 (\$1251/qtr)	\$394 (\$1182/qtr)	\$339 (\$1017/qtr)
4 & 5	32%	\$310 (\$930/qtr)	\$293 (\$879/qtr)	\$252 (\$756/qtr)
1, 2 & 3	20%	\$194 (\$582/qtr)	\$183 (\$549/qtr)	\$158 (\$474/qtr)

For school-aged children

<u>Credits</u>	<u>%</u>	<u>\$ Max S/A</u>
8 & 9	31%	\$163 (\$489/qtr)
6 & 7	25%	\$132 (\$396/qtr)
4 & 5	19%	\$100 (\$300/qtr)
1, 2 & 3	12%	\$63 (\$189/qtr)

For infants, toddlers & preschool

<u>Credits</u>	<u>%</u>	<u>\$ Max Inf.</u>	<u>\$ Max Tod.</u>	<u>\$ Max Pre.</u>
10 & 11	53%	\$514 (\$1542/qtr)	\$486 (\$1458/qtr)	\$418 (\$1254/qtr)
8 & 9	43%	\$417 (\$1251/qtr)	\$394 (\$1182/qtr)	\$339 (\$1017/qtr)
7 & 6	32%	\$310	\$293	\$252

For school-aged children

<u>Credits</u>	<u>%</u>	<u>\$ Max S/A</u>
10 & 11	31%	\$163 (\$489/qtr)
8 & 9	25%	\$132 (\$396/qtr)
6 & 7	19%	\$100

		(\$930/qtr)	(\$879/qtr)	(\$756/qtr)		(\$300/qtr)	
3, 4 & 5	20%	\$194	\$183	\$158	3, 4 & 5	12%	\$63
		(\$582/qtr)	(\$549/qtr)	(\$474/qtr)			(\$189/qtr)

JOINING THE PROGRAM OR USING A NEW CENTER

- Students must complete a Childcare Center/Home Enrollment & Cost Certification form when they begin the Childcare Assistance Program for Students and then every time they need to change to a new childcare center.
- Both the student-parent and the childcare provider must sign this form. It must list the expected monthly costs for the upcoming quarter.

CHECK DISTRIBUTION

- The amount for which the check is written is based on the cost estimates listed by the student on the Certification form (used for the first award quarter only or when starting at a new center) or on the Monthly Enrollment/Cost Verification form (for all subsequent quarters).
- The assistance check is an advance payment of the Childcare Assistance Program's portion of the quarterly childcare costs. Please note that checks are made **PAYABLE TO THE PROVIDER!**
- Unless a student is using the University of Washington Childcare Centers at Radford Court or Laurel Village, students must pick up their checks in room 482 Schmitz Hall approximately two weeks after the 10th day of classes.
- Checks will not be released to anyone other than the awarded student unless an **authorization to release check** form is completed and on file in the Childcare Office.
- The Childcare office will *not* phone you to remind you, *nor* mail the check directly to your center unless there are extenuating circumstances.

END-OF-THE-QUARTER DOCUMENTATION

- The Monthly Enrollment/Cost Verification form provides state and university auditors end-of-the-quarter **retroactive and actual** proof of charges and payments by the student-parent and the Childcare Program.
- The due dates for Verification forms and back up documentation for the 2006-2007 award year are:

<u>Autumn</u> - December 20-31 (January 31)	<u>Winter</u> - March 17-31 (April 30)
<u>Spring</u> - June 16-30 (July 31)	<u>Summer</u> - September 16-30 (October 31)
- Acceptable back-up documentation may be any one of these items:
 - 1) **Daycare record, invoice, statement or ledger page, OR**
 - 2) **Legible copy of canceled check (both sides), OR**
 - 3) **Legible copy of cashier's check, or of money order, OR**
 - 4) **Legible copy of personal check or check carbon (from checkbook) AND bank statement showing payment of check, OR**
 - 5) **Typed letter from the provider verifying the actual monthly cost of childcare.**
- **The Verification form must be filled out even if you are leaving the childcare program at the end of a quarter mid-year**, in order to reconcile our funds paid to you in advance of each quarter.
- If forms are not turned in, the Childcare Assistance Office may place a hold on your transcripts and your ability to register and you may be required to refund the entire amount of assistance back to the program.

- On the basis of the information on the Verification form, we will calculate the UW's portion of the actual childcare costs and compare it to the portion initially estimated at the beginning of the quarter.

SCHOLARSHIPS OR FEE REDUCTIONS

- If there is a question about payments, we may request copies of the accounting records from the childcare provider.
- **If you are receiving money from DSHS, DVR, Milk Fund, etc., this information needs to be reflected on the end of the quarter Verification Form and back up documentation.**
- It is the student's responsibility to inform the Childcare Office of external financial assistance. It is in the student's interest to keep us informed so that we can adjust payment at the beginning of the quarter.

REFUNDS

- Childcare assistance is paid in advance based on estimates.
- If the UW portion of the actual cost is either higher or lower than the estimated advance, then appropriate adjustments will be made.
- If there is a difference and you are continuing in the program, the next quarterly check will be adjusted to reflect the difference.
- If you are not continuing in the program you will be required to refund any overpayment to the University; for underpayments you will be issued a closing check.

APPLYING FOR CONTINUED ASSISTANCE

- **Participation in the Childcare Assistance Program during one award year does not guarantee continued assistance in following years. Childcare assistance must be applied for on a yearly basis.**
- To apply for Childcare assistance, student-parents must submit the **FAFSA** (Free Application for Federal Student Aid) and the **Childcare Request Application** to the Childcare Office by the deadline of **the last working day in May of each year**

MISCELLANEOUS

- Money received through the Childcare Assistance Program may be considered taxable income. We are required by the University to collect tax identification numbers from the childcare providers, but we are not trained to advise on tax laws. Please contact a tax advisor for their instructions.

Any of the forms or information noted in this document can be found on our website at:
<https://depts.washington.edu/ovpsa/childcare> .

If you have any questions, or your childcare circumstances change, please contact the Childcare Assistance Program Office, 482 Schmitz Hall, 543-1041.

2006-2007
CHILDCARE ASSISTANCE PROGRAM

Parent Agreement Form
(one per student)

PLEASE COMPLETE AND RETURN THIS FORM BY
SEPTEMBER 15, 2006

I, _____ have read and understand the Rights and Responsibilities and agree to the participation requirements outlined in this document.

I also understand that if I do not follow the requirements as noted in the Rights and Responsibilities, that a “hold” may be placed on my transcripts and my ability to register for classes. I further understand that, if a refund is due and not received within the allowable time noted on refund request letters, my account may be forwarded to the University’s Invoice Receivables Office for collection.

By signing this form, you agree to abide by the requirements set forth in the Rights and Responsibilities.

Student: _____
Student ID: _____