

**NORTH CENTRAL TEXAS COLLEGE
NETWORKS PROGRAM
CHILD CARE SUPPLEMENTAL ASSISTANCE**

ELIGIBILITY REQUIREMENTS FOR CHILD CARE ASSISTANCE:

- I. **You must be enrolled in a technical area of study or in a non-traditional career program.** A list of these majors is available on the back of the NCTC Application for Admission form.

- II. **You must establish financial need.** One way to do this is to apply and qualify for the Federal Aid PELL Grant. To apply, contact North Central Texas College Financial Aid Office by calling (940) 668-4242 on the Gainesville Campus and/or (940) 497-8002 on the Corinth Campus. You may also establish financial need by qualifying to receive food stamps. To do this contact the Texas Department of Human Services at (940) 665- 9315 for Cooke County Residents or (800) 448-3927 for Denton County Residents.

- III. **You must complete a Childcare Assistance Application for the Networks project and provide all requested documentation.**

THE FOLLOWING DOCUMENTATION IS REQUIRED TO PROCESS YOUR CHILD CARE APPLICATION PACKET:

1. A completed Childcare Application form.
****Note:** Forms must have all blanks completed and all required documentation attached.
2. A completed Childcare Provider form.
****Note:** Your Childcare Provider must be a licensed day care center or a registered family home.
A list of registered day cares can be found at the following web site: www.dfps.state.tx.us
3. Copy of the approval letter for the Federal Financial Aid Pell Grant or written verification of food stamps assistance.
4. A copy of your class schedule. This will provide proof you are enrolled in a technical or non-traditional program.
5. Copy of check stubs or of your tax form to verify financial need.
6. Networks Child Care Assistance Award Contract, signed and dated.
7. Copies of birth certificates for each child you are declaring under the child care reimbursement program.
8. If sponsored by the Workforce Investment Act (W.I.A.) through the Texas Workforce Centers, include a letter from W.I.A. verifying that you are a W.I.A. client.

If any of the above information is missing when you submit your application, your application will be placed on hold and will not go through the review process.

REQUIREMENTS FOR CONTINUED CHILDCARE SUPPLEMENTAL ASSISTANCE:

- 1) You must meet with an ACCESS Office Counselor to complete the intake process prior to the application being considered complete. No assistance can be approved until this step is completed.
- 2) You must submit attendance verification forms monthly. The dates the forms are due are specified in the award letter you receive before assistance begins.
- 3) You must submit proof that you paid your childcare provider. A form for your provider to complete is included in the award letter.
- 4) You must maintain at least a 2.0 overall grade point average.
- 5) You **MUST RE-APPLY EACH SEMESTER** by completing a new Networks application.
- 6) Continued assistance is contingent upon receipt of federal funds and your adherence to the above policies.

CHILDCARE ASSISTANCE INFORMATION:

- Applications are reviewed for eligibility by the dates they are received in the ACCESS office. Please note that we may not have sufficient funds to assist everyone who applies, so early completion of the forms and submission of documentation is advised.
- NCTC does not provide childcare services on its campuses. You will choose your own childcare provider from state-licensed day care centers or a registered family home. **A list of registered day cares can be found at the following web site: www.dfps.state.tx.us.**
- Any changes in the placement of your children in a specified childcare program must be reported to the ACCESS Office Counselor. For example, if you remove your children from childcare, move them to a different program, change the number of days that your children attend child care, or add children to your childcare, you must report this information.
- Participants are responsible for any childcare costs not covered by the NCTC Networks Program.
- Final determination of the award amount is not possible until after registration as the award amount is based on the amount you pay your childcare provider. If awarded assistance, you will be notified by mail after registration is complete.
- The actual amount of assistance granted and number of grantees is contingent upon the funding available.
- You must reapply each semester for childcare assistance.
- Participants will be asked to complete an end-of-semester evaluation of the Networks Program.

NORTH CENTRAL TEXAS COLLEGE
NETWORKS PROGRAM
CHILDCARE SUPPLEMENTAL ASSISTANCE APPLICATION

Fill in each blank. Please print legibly.

STUDENT INFORMATION:

Student: _____ Social Security# _____
(Last Name) (First Name) (MI)

Student ID# _____ - _____

Address: _____
(Street/Box) (City) (Zipcode)

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Semester: _____ Year: _____ Major: _____ # of Hours : _____

New Student?: _____ Returning Student?: _____

Have you received childcare funding from this program in the past? _____ When? _____

Marital Status: Single _____ Married _____ Divorced _____ Separated _____

HOUSEHOLD INCOME INFORMATION:

Please check any of the following you are receiving:

Pell Grant _____	W.I.A. _____	Food Stamps _____
TANF _____	Loans _____	Child Support _____
Vet. Benefits _____	Social Sec. _____	Rent Assist. _____

Please check any of the following that apply:

- _____ I have applied for CCS (Texas Workforce Child Care Services).
- _____ I am on the CCS waiting list/not currently funded.
- _____ I have been approved and will begin CCS funding on _____
- _____ I am currently receiving CCS childcare funds.

*** Note: If you are approved for CCS, please notify NCTC. You can not receive both.**

Number of family members in household: _____ Number of children in childcare: _____

Please provide the ages of all children in childcare: _____

Total Household Gross Monthly Income: _____
(Please attach proof, i.e. check stubs or tax form)

NORTH CENTRAL TEXAS COLLEGE
NETWORKS PROGRAM
CHILDCARE PROVIDER VERIFICATION FORM

FORM TO BE COMPLETED BY OWNER/DIRECTOR/MANAGER OF DAY CARE FACILITY:

INSTRUCTIONS: Fill in each blank. Print legibly or type.

Student/Parent _____
NAME: **(LAST)** **(FIRST)** **(MIDDLE)**

CHILD CARE INFORMATION:

NAMES AND AGES OF STUDENT'S CHILDREN IN DAY CARE:

1. _____ **Age** _____ **Date of birth:** _____
2. _____ **Age** _____ **Date of birth:** _____
3. _____ **Age** _____ **Date of birth:** _____
4. _____ **Age** _____ **Date of birth:** _____
5. _____ **Age** _____ **Date of birth:** _____

Days of week child(ren) will be attending day care while student is in class:

_____ **Monday** _____ **Tuesday** _____ **Wednesday** _____ **Thursday** _____ **Friday**

LICENSED DAY CARE CENTER/ REGISTERED FAMILY HOME:

(NAME) _____ **(Tax I.D.#)** _____

(Address) _____

(City) _____ **(Zip)** _____ **(Telephone)** _____

LIST AMOUNT AND PAYMENT METHOD USED FOR CARE OF THE ABOVE CHILDREN:

\$ _____ **Per Day** \$ _____ **Per Week** \$ _____ **Per Month**

The information is true and correct to the best of my knowledge.

SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

Return to:	Yvonne Sandmann	or	Wayne Smith
	ACCESS Specialist/Networks Program		ACCESS Department Coordinator
	North Central Texas College		North Central Texas College
	1525 W. California St. Room 108B		1500 N. Corinth Street, Room170
	Gainesville, TX 76240		Corinth, TX 76208-5408
	940-668-7731 ext. 4321		940- 498-6207

**NORTH CENTRAL TEXAS COLLEGE
NETWORKS PROGRAM
CHILDCARE REIMBURSEMENT AWARD CONTRACT**

I certify that I am eligible to receive assistance from the **Networks Childcare Reimbursement Program**. I am enrolled in a technical program and/or non-traditional area of study. I agree to be responsible for completing each of the following tasks.

- A. Complete application for childcare assistance, providing all required information and documentation.
- B. Participate in an individual meeting with the ACCESS Office Coordinator to review the childcare assistance program requirements.
- C. Notify the ACCESS Office Coordinator of any changes concerning the placement of children in childcare, withdrawal of children from care, withdrawal from classes, extended absence from classes, or change of address and/or phone number.
- D. Actively keep apprised of payment of expenses to my Childcare Provider, and turn in the required form for childcare expenditures to the ACCESS Office Coordinator.
- E. Attend classes and submit the Attendance Verification Forms by the dates indicated on the Award Letter. Late submission of forms could delay reimbursement of funds.

I understand that it is my responsibility to submit a signed form completed by the Child Care Provider showing proof of payment before I can receive supplemental reimbursement of childcare expenses. I understand that I also must provide the Attendance Verification Forms signed by my instructors each month.

I understand that payments will be discontinued if I do not comply with the guidelines, have poor attendance, or withdraw from classes.

Student Signature

Date

Network Representative

**NORTH CENTRAL TEXAS COLLEGE
NETWORKS PROGRAM
STUDENT CHECKLIST**

It is very important that you enclose the following items in your packet before mailing it to us. Remember we cannot grant your award if your packet is incomplete. If you have questions about how to complete your application packet, please call or come by the ACCESS Office for assistance.

This is your checklist. Please check off items when completed.

THIS PACKET SHOULD INCLUDE:

_____ 1) Your Financial Aid (Pell Grant) Award Letter (A copy is acceptable).

OR

_____ 2) Documentation of eligibility for food stamps (If applicable).

_____ 3) Completed Childcare Assistance application
(Included in the application packet).

_____ 4) Completed Childcare Facility Verification Form
(Included in the application packet).

****Note: Your childcare provider must be registered or licensed by the state. If you are using more than one childcare provider, you must complete a form for each one for which you are requesting funds.**

_____ 5) Copy of your class schedule to verify technical major and number of hours enrolled. (This can be obtained from the registrar's office.)

_____ 6) Copy of the birth certificates of your children who will be placed in Childcare.

_____ 7) Childcare Assistance Award Contract (signed and dated).
(Included in the application packet).

_____ 8) A copy of check stub(s) or tax forms to verify financial need.

PLEASE RETURN COMPLETED PACKET TO:

Gainesville & Bowie Campuses:

**Yvonne Sandmann
ACCESS Specialist/Networks Program
North Central Texas College
1525 W. California, Room ASC 108B
Gainesville, TX 76240
(940) 668-7731 ext. 4321**

Corinth Campus:

**Wayne Smith
ACCESS Department Coordinator
North Central Texas College
1500 N. Corinth Street, Room 170
Corinth, TX 76208-5408
(940) 498-6207**

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NETWORKS PROGRAM
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