# CHILDCARE GRANT PROGRAM

Student Program Handbook

# Student Affairs / Associated Students / Office of Student Life
## Student Program Handbook
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# Section 1: Program Name

Childcare Grant Program

# Section 2: Governance Structure/Responsibility

The Childcare Grant Program was established as a collaboration between the Associated Students Community Affairs Board (CAB) and the Non-Traditional Students Resource Center, and approved through the 1999 – 2000 academic year general student election.

The initiation point for student parent applicants is with the Non-Traditional Students Resource Center, including completed application turn-in, initial application review and student eligibility confirmation, and finalized applications archiving. The bulk of the administrative processing of applications and funds disbursements are handled by Associated Students.

The Community Volunteer Coordinator career position is responsible for facilitating the program for Associated Students including the coordination of application processes, approvals, disbursements, and advising/directing the student Childcare Grant Director position.

Student oversight of the program is accomplished by the Student Senate with feedback provided by the student position of Childcare Grant Coordinator. The Childcare Grant Director is nominated every Spring Quarter for the following academic year by the CAB leadership, forwarded to the Associated Students President, and appointed by the Associated Students Senate. The Associated Student Executive Director facilitates additional general Administrative oversight.

The 2015 - 2016 Associated Students Legal Code details the Childcare Grant Program guidelines and can be referenced under Article XII – ASUCSB Units, Philanthropy Units, Section 1 – U, Page 183.
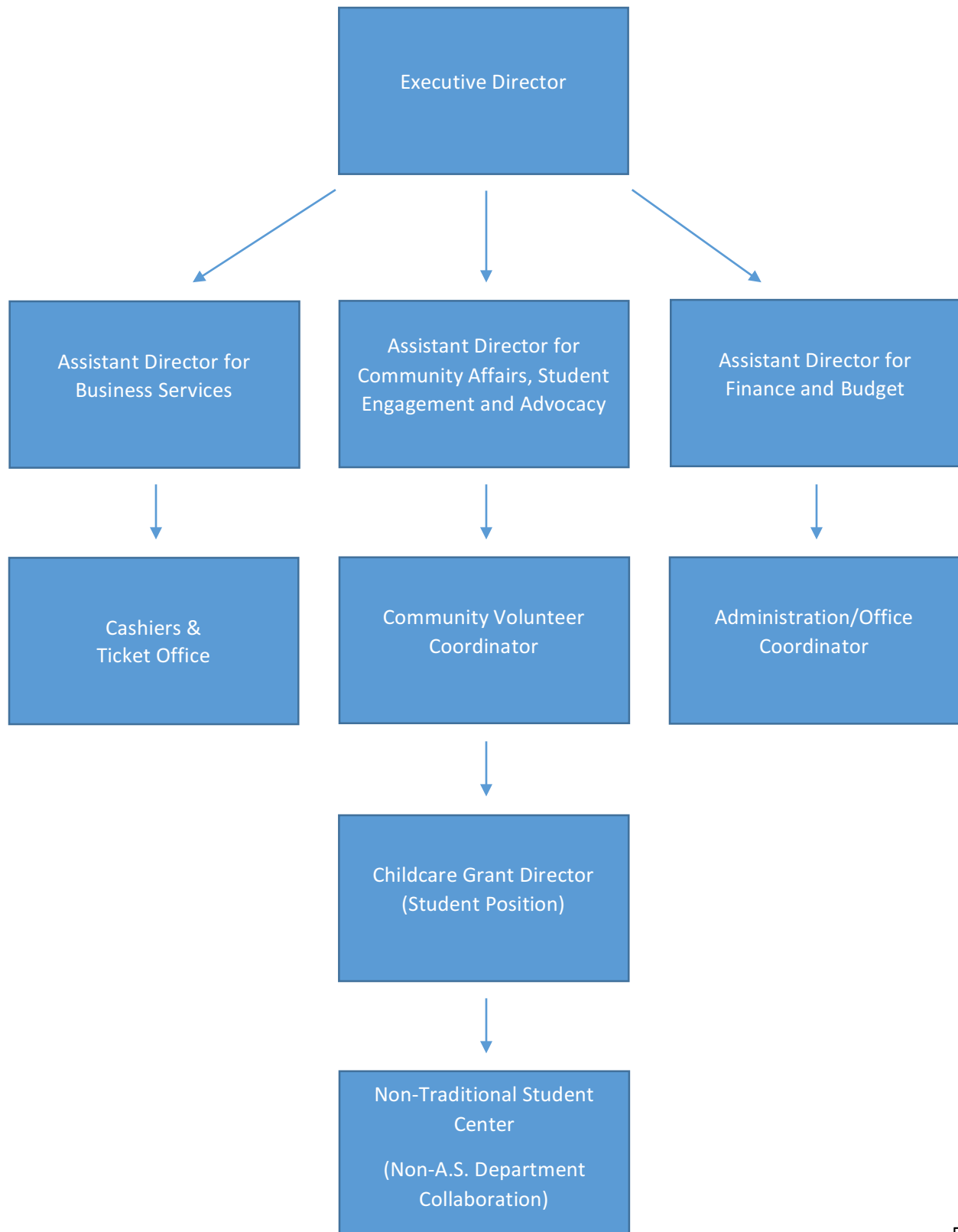
# Section 3: Charter/Purpose

**Charter**

The Childcare Grant program was established through a general student election approval in the 1999 – 2000 academic year. The ballot approval included a $0.25 lock-in student fee to fund the program. The Program's lock-in fee funding is reaffirmed through student elections every two years.

**Purpose**

The Childcare Grant Program provides aid to student parents in need of additional assistance for childcare needs during midterm and final exams. This program helps ensure that student parents can be at their best during the challenging examination periods of academic quarters without the full burden of parenting adding stress to exam preparation and completion.

# Section 4: Organizational Chart

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                        ┌─────────────────────┐
                        │  Executive Director │
                        └─────────────────────┘
           ┌───────────────────┼───────────────────┐
           ▼                   ▼                   ▼
┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
│ Assistant        │ │ Assistant        │ │ Assistant        │
│ Director for     │ │ Director for     │ │ Director for     │
│ Business         │ │ Community        │ │ Finance and      │
│ Services         │ │ Affairs, Student │ │ Budget           │
│                  │ │ Engagement and   │ │                  │
│                  │ │ Advocacy         │ │                  │
└──────────────────┘ └──────────────────┘ └──────────────────┘
           │                   │                   │
           ▼                   ▼                   ▼
┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
│ Cashiers &       │ │ Community        │ │ Administration/  │
│ Ticket Office    │ │ Volunteer        │ │ Office           │
│                  │ │ Coordinator      │ │ Coordinator      │
└──────────────────┘ └──────────────────┘ └──────────────────┘
                               │
                               ▼
                     ┌──────────────────┐
                     │ Childcare Grant  │
                     │ Director         │
                     │ (Student         │
                     │ Position)        │
                     └──────────────────┘
                               │
                               ▼
                     ┌──────────────────┐
                     │ Non-Traditional  │
                     │ Student Center   │
                     │                  │
                     │ (Non-A.S.        │
                     │ Department       │
                     │ Collaboration)   │
                     └──────────────────┘
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## Section 5: Definition of Duties

**Executive Director**

- Oversees Program Administration.
- Reviews and provides final funds disbursement approval for qualifying Grant applications.

**Assistant Director for Finance and Budget**

- Provides additional applicant eligibility confirmation prior to final approval stage.
- Confirms grant funds are available for further disbursements and updates fund balance accordingly.
- Forwards eligible applications to Executive Director for final review and approval.
- Receives approved applications from the Executive Director and forwards to the Community Volunteer Coordinator for additional processing.
- Reconciles the FA-2 system expense accounts quarterly, as well as provides related reports as requested.
- Oversees the Administration/Office Coordinator and related functions.

**Assistant Director for Community Affairs, Student Engagement and Advocacy**

- Oversees the Community Volunteer Coordinator and related Community Affairs Board (CAB) program involvement and related processes.

**Assistant Director for Business Services**

- Oversees Cashiers and Ticket Office management and program involvement (limited to disbursements).

**Cashiers and Ticket Office**

- The Box Office and Financial Enterprises Specialist, in conjunction with the Cashiers Coordinator (Career Managers), supervise program disbursement processes and staff within the Cashiers and Ticket Office.
- Cashiers and Ticket Office Staff disburse checks to recipients after confirming identification and receiving receipt of check confirmation signature.
- The Career Managers confirm post-disbursement completion and notify the Community Volunteer Coordinator of any issues.

**Community Volunteer Coordinator**

- Receives completed application bundles from the Childcare Grant Director, provides application review for completeness, eligibility, and approval, and confirms student status through the STAR system.

- Forwards eligible applications to Assistant Director for Finance and Budget for further processing.

- Forwards approved grants to Childcare Grant Director for applicant notifications and final steps.

- Fulfills primary liaison role with the Non-Traditional Students Resource Center for program coordination.

- Oversees and advises Childcare Grant Director.


**Childcare Grant Director**

- Under advisement from the Community Volunteer Coordinator, helps coordinate the Program, facilitates program updates to the Student Senate, and provides input on program policies and procedures.

- Coordinates receipt of applications, facilitates approved applicant notifications, and transfers completed applications to the Non-Traditional Students Resource Center for archiving.

- Provides initial review and secondary approval of applications received from Non-Traditional Students Resource Center and helps resolve any applicant issues.

- Fulfills a secondary liaison role, focused on administrative activities, with the Non-Traditional Students Resource Center.

- Creates and manages a summary list worksheet of Grant applications.


**Administration/Office Coordinator**

- Receives and confirms approved applications, and creates checks for Grant funds disbursements.

- Bundles disbursement checks and routes to Cashiers and Ticket Office for disbursement processing.


**Non-Traditional Resource Student Center**

- Facilitates the initiation point for student parent applicants. Students turn in completed forms and attachments to the Center.

- The Center confirms applications are complete, confirms eligibility, provides initial Grant approvals, and routes initially approved applications to the Childcare Grant Director for further review and processing.

- After Grant disbursements have been made, the Center receives processed applications from the Childcare Grant Director for archiving.

## Section 6: Financial Authority

The Childcare Grants Program was approved by student ballot and the Student Senate provides oversight, including receiving updates from the student position of Childcare Grants Director. The Associated Students Department is charged with administering the program - with the exception of the application initiation point, initial eligibility confirmation, and archiving of completed applications as fulfilled by the Non-Traditional Students Resource Center. Primary Associated Students Program management is facilitated by a career staff member in the role of Community Volunteer Coordinator. This is outlined in the 2015 – 2016 Associated Students Legal Code, Philanthropy Units, Section 1 U-8, page 183. In addition, the Associated Students Department was granted financial authority through Chancellor approval.

## Section 7: Disbursement Authority

With Associated Students Administrative authority and direction, the Associated Students Executive Director, in agreement with the Non-Traditional Students Resource Center, provides Program disbursement authority for awarded Grant checks to the Cashiers and Ticket Office.

## Section 8: Policies

**Eligibility Requirements:**

All currently registered undergraduate student parents are eligible to apply. Student parent applicants must provide proof of dependent children, typically with a Birth Certificate copy. Grant requests must also be for the sole purpose of an upcoming midterm or final exam. Grants are approved and distributed on a first-come, first-served basis every quarter. Recipients are chosen based on eligibility status, proof of dependents, a Statement of Need, and funds availability. Applicants must complete and turn in an application form at the Non-Traditional Students Resource Center. Each Quarter's application forms contain specific due dates and late applications will not be accepted. Also, Grants cannot be used retroactively and must be approved before the date of use. Applications and instructions can be located online on the Community Affairs Board (CAB) website at cab.as.ucsb.edu/opportunities/childcare, as well as at the Non-Traditional Students Resource Center. For those interested, a Natural History Museum Pass Application is available as an added service and should be completed and turned in with the Grant application.

**Grant Amounts:**

Each student parent applicant is eligible for a maximum Grant of $200 one time per Academic Quarter including Summer Sessions, and $500 per Academic Year per student. Grant amounts are further limited based on the number of dependents under the following amounts: $125 for one child, $150 for two children, $175 for three children, $200 for four children. Total grant funds are limited based on lock-in fee limits, so there is no guarantee that Grant funds will be available for every applicant.

Since the Grant program must comply with federal regulations, each student PERM number is checked by the Financial Aid and Scholarships Office to ensure the grant is within a student's need-based awards. Students are notified of the results of the review and whether they are able to receive the grant. If a student does not have any federal funding, PERM number verification will still take place prior to check processing.

**Repayment:**

There are no repayment requirements for Childcare Grant Program funds.

## Section 9: Procedures

**1) Students initiate the process with completion of the Childcare Grants Application**

> a) Student applicants turn in completed application forms, including proof of dependents (copies of Birth Certificates) to the Non-Traditional Students Resource Center.

> b) Student applications undergo initial review for completion, eligibility, and first approvals at the Non-Traditional Students Resource Center.

> c) Approved applications are hand-delivered to the Associated Students Childcare Grants Director for further review, approvals, and processing.

**2) Childcare Grants Coordinator facilitates initial Associated Students applications review and processing**

> a) Receives Grant Application forms from Non-Traditional Students Resource Center and reviews each application for completeness, attachments, and date/funding eligibility.

> b) Provides initial Associated Students application approvals after above confirmation check is completed.

> c) Coordinates corrective actions for any discovered issues including communication as needed with applicants and/or the Non-Traditional Students Resources Center.

> d) Updates Childcare Grants summary worksheet with newly received applications.

> e) Routes applications to the Community Volunteer Coordinator for additional review.

**3) Community Volunteer Coordinator provides additional review and approval of Grant applications**

a) Provides additional detailed review confirmation of application completeness including proof of dependents and Statement of Need.

b) Reviews Statement of Need for qualified use, and confirms applicant eligibility on STAR system.

c) Provides additional approval verification for next steps.

b) Reviewed applications are routed to Finance and Budget for further processing.

**4) Assistant Director for Finance and Budget confirms funds and facilitates approvals**

a) Confirms application materials are all present and complete.

b) Confirms applicant eligibility has been checked.

c) Confirms availability of Grant funds.

e) Routes eligible Grant Application sand materials to Executive Director for final review and approval.

f) Receives approved applications from Executive Director and routes to Administration/Office Coordinator for check processing.

**5) Administration/Office Coordinator processes grant funding request**

a) Confirms approval for check processing.

b) Confirms approved amount for each check.

c) Generates checks.

d) Creates check packet for disbursement.

e) Transfers checks packet to Cashiers and Ticket Office for disbursements.

f) Transfers applications to Childcare Grants Coordinator (through Community Volunteer Coordinator) for final processing and applicant notifications of Grant approvals and availability of funds.

**6) Childcare Grant Director provides Grant award notifications**

a) Notifies successful applicants of funding approval and disbursement directions.

b) Updates the Childcare Grants summary worksheet to reflect new grant awards.

c) Confirms that all completed application materials are present and forwards application bundles to the Non-Traditional Students Resource Center for archiving.

**7) Cashiers and Ticket Office disburses Grant checks to recipients**

a) Receives and secures approved checks packet from Administration.

b) Disburses checks to recipients by in-person pick up, first confirming identification (student ID) and obtaining signature of recipient, and archives proof of receipt signatures.

c) Secures newly signed application forms.

d) Bundles and forwards completed application batches to CFF Coordinator for archiving.

**8) Completed and finalized Applications are archived**

a) The non-Traditional Students Resource Center receives and archives application files.

**9) Assistant Director for Finance and Budget reconciles Grant funds expenses**

a) Provides Quarterly FA-2 system expense reconciliation.

c) Updates Community Volunteer Coordinator on funds availability/issues status as needed.

# Section 10: Forms

**Application (See Attachment A)**

| Application Form | The Associated Students Undergraduate Student Childcare Grant Application Forms for each quarter are available at the Non-Traditional Student Center or online at the CAB Childcare Grants webpage at cab.as.ucsb.edu/opportunities/childcare. |
|---|---|
| Required Documents | Identification – Student ID Card; Proof of Dependent - Birth Certificate |
| General Information | Name, Email, Address (local and permanent), Phone Number, Perm Number, Name of Children, Grant amount requested options: $125 (one child), $150 two children, $175 (three children, $200 (four children), Previously Applied?, Museum Pass Request?, Signature and Date. |
| Additional Questions | Statement of Need (can also be an additional paper attached to Application). |
| Max Amount Authorized | $200 per registered undergraduate student parent per academic quarter and a total of $500 per year. |
| Originated/Sent By | Student Applicant/ Non-Traditional Student Resources Center |
| Received By | Childcare Grant Director |
| Reviewed By | Initial review and eligibility confirmation facilitated by the Non-Traditional Student Resource Center, with final Grant award approval by the Associated Students Executive Director. |

| Workflow | |
|---|---|
| Originated By | Student Applicant / Non-Traditional Student Resource Center |
| Approved By | Non-Traditional Resource Center, Childcare Grant Director, Community Volunteer Coordinator, and Associated Students Executive Director |
| Reconciled By | Assistant Director for Finance and Budget |
| Reported To | Associated Students Executive Director and the Community Volunteer Coordinator |
| Oversight | Student Senate, Associated Students Executive Director |

**Additional Forms:**

**Natural History Museum Pass Application**

Student parent Grant applicants may also qualify for a single annual Museum pass. If interested, they may complete a Museum Pass application form and attach it to the Grant application form. This form is also available and turned in at the Non-Traditional Student Resource Center.

# Section 11: Reconciliations

The Assistant Director for Finance and Budget is responsible for the reconciliations including quarterly program expense reconciliations performed in the Associated Students FA-2 accounting system.

# Section 12: Reports

The Childcare Grant Director prepares and updates a running summary worksheet of student applicants. In addition, the Assistant Director for Finance and Budget creates a quarterly reconciliation of the Childcare Grants expense and a related report is available to the Vice Chancellor of Student Affairs, Auditing, and the Executive Director upon request.

## Section 13: Training Plan Requirements

Department areas involved in processing the Childcare Grant Program train and review with staff annually on program procedures. Area managers use a program training checklist as a guide that is segmented for each relevant area, which is signed after completion and for confirmation.

## Section 14: Approvals

All Childcare Grant approvals are completed by the Associated Students Executive Director prior to checks processing and disbursement processes.