

The Inclusive Child Care Program



Targeted Populations Supplemental Subsidy

Information for Student Parents

Student parents may be eligible for the Inclusive Child Care Program's Targeted Populations supplemental child care subsidy. To be eligible as a student, you must meet all of the following criteria:

- Be actively enrolled for a minimum of 9 credit hours or equivalent in an undergraduate education or training program;
- Be in an undergraduate program of study oriented toward employment or completion of a degree, certification, or comparable credential;
- Be enrolled in an institution that is approved to receive federal financial aid; and,
- Meet income eligibility criteria for Targeted Populations child care assistance.

In two-parent families each parent must be currently participating in an education or training program or be currently employed. The subsidy must be used while neither parent is available to provide care due to student or employment obligations.

How do we verify student eligibility?

Before the supplemental subsidy can be approved, you must provide the following documentation:

- Documentation of your program plan and requirements for completing the plan. The plan must show what your intended degree or credential will be, what coursework is required to achieve the degree or credential, and the anticipated length of time required to complete the program. You may be able to copy this information from your institution's catalogue, or ask your academic advisor to state this in a brief letter.
- Financial aid award letter or initial registration; and,
- Current class schedule and, if known, upcoming period's class schedule.

Supplemental subsidies for student parents will not be authorized until all required documentation has been received, reviewed and approved by ICCP staff. All documents must clearly indicate that they originate at your educational or training institution.

Please note: It is your responsibility to provide the documentation to ICCP staff. ICCP staff will not retrieve documents from institutional web sites or other sources.

What about on-line coursework?

Student parents are not eligible for the supplemental subsidy when half or more of the student's educational program is comprised of on-line coursework. It is assumed that parents in this situation have a higher degree of flexibility and can make schedule accommodations for their child care needs.

Exceptions may be made on an individual basis if students can document that: a) on-line classes or coursework must be completed at specified times; and, b) child care is necessary during those times in order for the student to complete required work. For example, this might be the case when a student is required to be on the computer in the evening when the child is not in school.

How often is eligibility reviewed?

As a student, your eligibility will be reviewed within two weeks after each grading period. At that time you will need to provide the following:

- Proof that you completed the grading period's requirements. This includes grades and documentation of credit. And,
- Your class schedule for the upcoming term or grading period, if you are requesting the subsidy for the new term.

Child care need

Child care need is the amount of hours in child care approved to be supported by the supplemental subsidy. Child care need for student parents will be determined as follows:

- A class load of 12 credit hours or more will be considered the same as full time employment. Full time students may be approved for up to 40 hours of class and study time, plus reasonable drop off and pickup times.
- A class load of 9 to 12 credit hours will be considered as .75 time employment. Students with this class load may be approved for up to 30 hours of class and study time, plus reasonable drop off and pickup times.

What if my school or training program does not use credit hours

If an eligible education or training institution does not base its class load on credit hours ICCP staff may work with eligible parents and institutions to determine comparable methods to determine the amount of child care needed.

Questions? Call 1-866-837-0250 or 971-673-2286 in the Portland metro area. You can also send an email to contact.iccp@state.or.us.