

Deadline Date: June 1, 2022

The Child Care Funding program provides child care services for parents returning to school. Students in College/University Transfer, Associate Degree, or Diploma programs may be eligible.

<hr/> Last Name	<hr/> First Name	<hr/> Student ID#	
<hr/> Telephone Number	<hr/> Email Address @my.waketech.edu		
<hr/> Address	<hr/> City	<hr/> State	<hr/> Zip
<hr/> Date of Birth	<hr/> Race	<hr/> Sex	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			

**Educational Information**

Are you a:    First time student      Continuing/returning student      Transfer student

How many hours do you plan on registering for?   Fall \_\_\_\_\_   Spring \_\_\_\_\_

Major: \_\_\_\_\_   Completion date: \_\_\_\_\_

Are your classes:    Seated    Online    Both

No funding for taking exclusively online classes. (maximum of 2 hybrid classes only &amp; 4 or more seated)

 Have you participated in the Wake Tech Child Care Grant before?    Yes    No

Child Care Provider Eligibility					
Child's Full Name	Child's Age	Date of Birth	Child Care Arrangements Name, Address, Telephone	Full or Part-time	Fees Monthly/Weekly

 Are you receiving day care assistance?    Yes    No   From what source: \_\_\_\_\_  
 If yes, which agency(ies)? \_\_\_\_\_

 Return this completed form with any required documentation to an address below. **For faster processing**, upload your documents directly on the [Student Portal](#).  
 Select the Financial Aid Offer year then Student Upload Form.

Requests for additional information will be sent to your [my.waketech.edu](mailto:my.waketech.edu) email address. **Please activate your email account and check it regularly.**

Southern Wake Campus Financial Aid Office 9101 Fayetteville Road Raleigh, NC 27603 F 919.662.3529	Northern Wake Campus Financial Aid Office 6600 Louisburg Road Raleigh, NC 27616 F 919.954.2192	Perry Health Science Campus Financial Aid Office 2901 Holston Lane Raleigh, NC 27610 F 919.250.4252	RTP Campus Financial Aid Office 10908 Chapel Hill Road Morrisville, NC 27560 F 919.335.1281
---	--	---	---

Eligibility Requirements/Responsibilities of the Student

1. Single Parent
2. Homemaker (married) returning to school
3. Demonstrate financial need, and meet the Income Eligibility Guidelines as shown below

For children 0-5 years of age.

Family Size	Total Family Monthly Income	Maximum Annual Income
1	2,147	25,764
2	2,903	34,836
3	3,660	43,920
4	4,417	53,004
5	5,173	62,076
6	5,930	71,160

These eligibility standards are adopted from the 2019 Child Care Services Income Eligibility Standards of Wake County Human Services.

1. **Maintain a cumulative GPA of 2.0 or better and a cumulative completion ratio of 67% or better.**  
Complete the Free Application for Federal Student Aid (FAFSA) for 2022-2023 and must be eligible to receive the Pell grant.
2. Must be enrolled in College/University Transfer, Associate Degree or Diploma Programs.
3. Schedule an exit interview with child care coordinator when dropping a course and/ or withdrawing from school.
4. Report the following changes within five days: Name, address, and telephone number.
5. Notify the child care coordinator if child is absent for more than 5 days and has not been sick.
6. Submit monthly attendance sheets documenting regular class attendance.
7. Reporting for Mid-Semester and End of Semester Review.
8. Complete the Childcare Assistance Statement.

I certify that the above information is true. I understand that I may be required to provide documents which verify my financial need. I understand that I am responsible for my child care fees that are not paid by Wake Technical Community College. I hereby authorize the Financial Aid Office to obtain information (such as funding information, program eligibility and attendance verification) from the Department of Human Services and/or my chosen daycare center. I agree to inform the Child Care Coordinator immediately if there are any changes in my child care arrangements, my family status, or my student status. *Failure to comply with this agreement will lead to termination from the Child Care Grant Program.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

If you have any questions, contact Lana Mangum at [lc Mangum1@waketech.edu](mailto:lc Mangum1@waketech.edu) or (919) 866-5489.

Return this completed form with any required documentation to an address below. **For faster processing**, upload your documents directly on the [Student Portal](#).  
Select the Financial Aid Offer year then Student Upload Form.

Requests for additional information will be sent to your [my.waketech.edu](mailto:my.waketech.edu) email address. **Please activate your email account and check it regularly.**

Southern Wake Campus  
Financial Aid Office  
9101 Fayetteville Road  
Raleigh, NC 27603  
F 919.662.3529

Northern Wake Campus  
Financial Aid Office  
6600 Louisburg Road  
Raleigh, NC 27616  
F 919.954.2192

Perry Health Science Campus  
Financial Aid Office  
2901 Holston Lane  
Raleigh, NC 27610  
F 919.250.4252

RTP Campus  
Financial Aid Office  
10908 Chapel Hill Road  
Morrisville, NC 27560  
F 919.335.1281

I, \_\_\_\_\_ am currently not receiving child care assistance from the Department of Health & Human Services.

Signature

Date

Student ID

Subscribed and sworn to before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public's Signature

Commission expires

This form will not be acceptable if it is not notarized.

Return this completed form with any required documentation to an address below. **For faster processing**, upload your documents directly on the [Student Portal](#).  
Select the Financial Aid Offer year then Student Upload Form.

Requests for additional information will be sent to your [my.waketech.edu](mailto:my.waketech.edu) email address. **Please activate your email account and check it regularly.**

Southern Wake Campus  
Financial Aid Office  
9101 Fayetteville Road  
Raleigh, NC 27603  
F 919.662.3529

Northern Wake Campus  
Financial Aid Office  
6600 Louisburg Road  
Raleigh, NC 27616  
F 919.954.2192

Perry Health Science Campus  
Financial Aid Office  
2901 Holston Lane  
Raleigh, NC 27610  
F 919.250.4252

RTP Campus  
Financial Aid Office  
10908 Chapel Hill Road  
Morrisville, NC 27560  
F 919.335.1281

## Eligibility Requirements, Policies, and Procedures

### I. Eligibility Requirements

Students who are single, married, unmarried, divorced, separated, or widowed parents.

Students must demonstrate financial need and be eligible to receive the Pell Grant.

- Students must meet the Income Eligibility Guidelines.
- Students must be enrolled in a Diploma or Degree Program.
- Students must be enrolled a minimum of six (6) credit hours. However, students who are enrolled full-time (12 credit hours or more) will be given priority.
- Earn and maintain a cumulative GPA (Grade Point Average) of 2.00 or higher and 67% completion rate.
- Students who have previously participated in the Child Care Grant who are enrolled full-time and are in good standing with the child care grant are given priority.
- Students must maintain satisfactory progress as outlined in the Financial Aid section of the College Catalog and Student Handbook.
- Students must be registered for no more than two hybrid classes.
- Students enrolled exclusively in online classes are ineligible for funding.

### II. How to Apply

- Submit documentation regarding household income, i.e., Department of Health & Human Services, child support, **2021** Tax Return, wages, etc.
- Submit a copy of each child's birth certificate for which you are requesting assistance.
- Submit a copy of your divorce and/or separation agreement(s) and Social Security card.
- All forms must be signed and returned to the Wake Technical Financial Aid Office by the deadline in order to be considered for the grant.

Incomplete applications will not be considered for the grant.

### III. Child Care Grant Award Notification

Approved students are required to meet with the Child Care Grant Coordinator and sign an acceptance letter.

- Students who are not eligible to receive the child care grant will be notified by e-mail.
- **Students who are eligible but not approved to receive the child care grant will be placed on an Alternate List for the remainder of the academic year. If funding becomes available, students will be notified according to their position on the Alternate List.**

Please note the Child Care Coordinator cannot award until the Child Care Grant budget is received, you may not receive notification until after the Fall semester classes begin. **Please remember to have a backup plan for childcare since all applicants who apply are not selected.**

### If assistance is granted, the student will need to:

- Select an approved licensed Child Care Center for child(ren).
- Complete the Child Care Payment Agreement with Child Care Provider. All contracts must be finalized prior to the child(ren) entering daycare.
- Attend class regularly (in compliance with the Wake Tech Attendance Policy).
- Submit monthly class attendance reports signed by the student and each instructor. Failure to do this will terminate your participation.
- Inform the Child Care Coordinator of any changes in class schedule, financial and/or marital status.
- Make sure child(ren) attend daycare regularly (no more than five **unexcused** absences per semester). If your child is absent from daycare, you must provide written documentation regarding his/her absence, i.e., a doctor's note or a written note from you explaining the situation.
- Give proper notification in writing prior to any change in placement or removing child(ren) from the daycare facility. This includes children who have taken extended leave from the daycare.
- Attend a mid- and end-of semester review at the designated times during the semester.

### V. Participants are reminded that

Eligibility will be reviewed each semester. Further assistance will be granted only if:

- Financial need and eligibility is still present.
- Marital status has not changed.
- Attendance records show regular class attendance for the student and their child(ren).
- Student completed the required Merit Points.
- The Child Care Grant will cover a student's full daycare cost for a minimum of one (1) child and up to \$650 per child per month. Daycare costs that exceed \$650 per child per month will be the responsibility of the student.
- Child Care Grant awards do not cover daycare registration fee or fees that a student incurs if they remove their child from the child care facility without giving the required notification.
- Once a student reaches their goal of graduating from a diploma or degree program at Wake Tech, they are not eligible to receive the Child Care Grant for an additional diploma or degree.

**Funding is contingent upon legislature approval, and not all eligible applicants will receive the child care grant of \$650.00.**

**Failure to comply with this agreement will lead to termination from the Child Care Grant Program.**

If you have any questions, contact Lana Mangum at (919) 866-5489.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return this completed form with any required documentation to an address below. **For faster processing**, upload your documents directly on the [Student Portal](#).  
Select the Financial Aid Offer year then Student Upload Form.

Requests for additional information will be sent to your [my.waketech.edu](mailto:my.waketech.edu) email address. **Please activate your email account and check it regularly.**

Southern Wake Campus  
Financial Aid Office  
9101 Fayetteville Road  
Raleigh, NC 27603  
F 919.662.3529

Northern Wake Campus  
Financial Aid Office  
6600 Louisburg Road  
Raleigh, NC 27616  
F 919.954.2192

Perry Health Science Campus  
Financial Aid Office  
2901 Holston Lane  
Raleigh, NC 27610  
F 919.250.4252

RTP Campus  
Financial Aid Office  
10908 Chapel Hill Road  
Morrisville, NC 27560  
F 919.335.1281