

Center for Women and Families
Sharwan Smith Center 175
351 West University Boulevard
Cedar City, UT 84720
435-865-8752

Fall, 2014

Dear Childcare Provider,

This brief overview will inform you about the CCAMPIS grant program and how it affects you and your business. The CCAMPIS (Child Care Access Means Parents in School) grant is set up through the Center for Women and Families to help Southern Utah University student parents with small children subsidize their monthly child day care costs.

This overview includes:

- "Questions You May Have About CCAMPIS Grant"
- Volunteer Hour Sign-in Sheet
- Link to 980 Form (Part of the enrollment application)
- Link to a Copy of the new CCAMPIS Application

I hope you find this overview helpful and if you have any further questions or comments, please contact me and I will be happy to give you additional information. Thank you for your time.

Sincerely,

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Questions You May Have About CCAMPIS Grant

What is the CCAMPIS Grant Program?

CCAMPIS stands for Child Care Access Means Parents in School. The grant is designed to help Southern Utah University student parents subsidize their monthly day care costs. Having this support can help students with families complete their academic goals. The grant is funded for four years. SUU has received the grant for two funding cycles.

How are the subsidy amounts for each participating family decided?

Each parent is awarded a different subsidy amount based on a sliding scale that takes into account the parent's Adjusted Gross Income (AGI) and the number of credits they are taking that semester at the University and the number of children needing care. Other factors do contribute but are not as substantial in determining the subsidy amount. **The maximum amount a student can receive is determined by the size of the budget for that semester and the number of participants enrolled along with the factors listed above.**

Awarded amounts are decided by the CCAMPIS grant administrators. The grant will assist with no more than 40 hours of child care per week per child. This amount will likely stay about the same for a whole year unless (1) the student has a very different schedule the next semester or (2) if a student declines to keep up with his/her requirements. If this occurs the student will no longer be eligible to participate.

Are the students required to do anything to receive the grant?

In return for this subsidy, parents are informed that in order to be in compliance as a grant recipient, they are expected to follow the program requirement below:

- Volunteer 4 hours per month at their family's childcare facility or another facility that is preapproved by the CWF Director.
- Remain in good financial standing with their family's childcare facility
- Participate in 2 hours of family programming each month or in a parenting workshop or programs offered by the Center for Women and Families. (Examples of Family programming: a hike, swimming or reading at the City Library.)
- Report volunteer and family activity hours immediately after the 20th of each month
- Maintain a 2.3 grade point average (GPA) or better for continued eligibility the next academic year.
- Immediately inform the CWF Director of any changes in child care hours or providers and complete a new 980 form reflecting those changes.

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If a student does not follow all the requirements, they are placed on probation for a month which allows them time to get into compliance.

What Are the Expectations of Day Care Providers Serving CCAMPIS parents?

Requirements for Day care providers serving CCAMPIS parents are:

- Accurately complete the 980 form with parents utilizing the information they share on the number of children and the number of hours needed per week.
- Know that the CCAMPIS grant only pays up to 40 hours per week per child if the need is there. ([980 Form](#) and complete [CCAMPIS Application](#) linked.)
- Be aware that the grant administrators prefer to make the budget cover as many eligible parents as possible. Since there are from 20 to 22 days per month where child care would be needed (this excludes Monday and other holidays or half of December after exams are completed), take that reality into account where possible in completing the 980 form.
- Report immediately on a new 980 form any changes in hours used by CCAMPIS parents.
- Always keep a ratio payment between CCAMPIS grant payment and payment from parents. If a parent greatly reduces hours, the parent still pays their share. The CCAMPIS grant may pay from 30 to 70 percent depending upon the size of the grant and the number of enrollees but NEVER should it end up paying all the costs because a parent changes hours but does not notify the CCAMPIS administration.
- Help parents complete their Volunteer Hours by the 20th of each month and immediately report those hours along with their family programming hours.
- Sign for the completed volunteer hours before the 20th of each month. While it is the parent's responsibility to report the volunteer hours, if the provider partners with the parent by signing and faxing forms to the Center for Women and Families, this helps the CCAMPIS administrators to have information on time and then CCAMPIS payments to providers can be initiated much closer to the beginning of each month.

How are volunteer hours tracked?

Volunteer hour sign-in sheets are given out or emailed to the parents and to the child care providers at the beginning of each semester. New emails are sent each month with the form attached just before the 20th of each month to remind parents that the reported volunteer hours are due. If as a provider, you do not have something the parents can do for volunteer work with your childcare facility, parents can volunteer at other places. Please have the parent come visit with the Director of the Center for Women and Families or with Lynne Brown, Grant Director.

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Attached is a copy of the volunteer sign-in sheet. Feel free to review it, make copies as needed for parents served by your daycare.

How do I know an applicant has been approved?

Each semester a deadline is set for receipt of applications (and updated 980 forms for parents currently on the CCAMPIS program). Applicants are given a date by which they will be notified by email if they are eligible for the grant program. This email will also tell them how much they will receive as a monthly subsidy.

A monthly email will be sent to you as a provider indicating those parents enrolled in the program who are receiving child care at your facility and the amount of the grant subsidy for that month.

No funds are released until the parent has been notified that they are enrolled as a participant and until any day care facility which had not previously served a CCAMPIS parent has completed the W9 form required by SUU Controller's office. (Link to W9 form below). Once the parents are notified, the earliest date the University can print checks or approve automatic deposits to a specified account will be shared with participating child care providers.

When do I see the subsidy funds?

The checks for each semester are issued on a monthly basis and begin as close to the beginning of the month as possible after parents are enrolled and then the payments the following months depend upon whether or not the parent has reported the Volunteer and Family Activity Hours immediately after the 20th of the previous month. For fall semester, the first week is generally the last week of August and the grant does not pay for that week. The grant year begins in October, so the amount of funding available for September depends upon the balance left from the previous spring and summer school CCAMPIS enrollees. In that case, it may mean that parents receive less CCAMPIS subsidy for September and more in October. All checks are created by the appropriate financial office at the University.

To Avoid time delays with the mail, set up an automatic deposit with the University

Automatic deposits can be set up with the University by completing the Direct Deposit form available among the forms on the SUU Web site under the Controller's office. Once the University opening page displays on the web, click on Faculty/staff at the top and then under Departments click on Controller's office and find the Direct Deposit form among the forms option on the upper left of the page.

Southern Utah University
CCAMPIS Program Volunteer Sign-In Sheet

CWF use: _____

Month: _____

Name: _____

Day Care Provider: _____

Date	Time In	Projects Worked On	Time Out	Total Time Completed

Volunteers are required under the CCAMPIS Scholarship contract to volunteer four (4) hours at their day care providers each month. If the day care is not in a position to use volunteers, the parent finds an alternate volunteer location. If program requirements are not met, the parent understands that they will lose their eligibility to receive any award through this program. **Complete by the 20th of the month.**

I certify that all the information I have provided is true and complete.

 Parent's Signature

 Date

 Provider's Signature

 Date

 CWF Director's Signature

 Date

Parent Education/Family Programming

I certify we completed two (2) hours parent education/family programming as follows:

Date	Program or event	Time Spent

 Parent's Signature

 Date