

**Introduction****Program Guidelines**

Northern Arizona University offers a subsidy for qualified childcare expenses with the Childcare Voucher Program (CCV) through the Office of the Dean of Students

NAU Childcare Voucher Program for Qualified Childcare Expenses is:

- designed to help students pay for current, qualifying coursework-related childcare occurring in Arizona;
- available to currently enrolled undergraduate and graduate students; and
- not available to international students

Currently enrolled students have program access to apply, and a completed application does not guarantee program enrollment.

**Undergraduate and Graduate Student Eligibility: Excluding International Students**

- Undergraduate and graduate in-person, online, and statewide campus students must be currently enrolled at Northern Arizona University, have demonstrated need (Pell eligible EFC), and have childcare costs directly related to their coursework.
- Student enrolled in 9 or more credit hours are eligible.
- This office will verify student eligibility and financial aid status.
- Eligible students may be asked to provide additional information when the student's spouse or partner is also an NAU student.
- NAU Childcare Voucher awards must occur during one's active student enrollment with the University, and in both the corresponding academic and July 1-June 30 fiscal year period.

**Child's Eligibility**

- NAU individuals must meet qualifying program criteria regarding their student eligibility and status.
- Additionally, this program is only available to the legal, dependent children of eligible NAU students (this includes children by birth or adoption, foster children and children by court order).
- The age range for dependent children is birth-12 years.

**Qualifying Childcare**

Students' current, qualifying coursework-related childcare occurring in Arizona must fall into one of the following categories:

- small family childcare home regulated by the [Department of Economic Security \(DES\)](#);
- family childcare group home regulated by the [Department of Health Services \(DHS\)](#);
- childcare center regulated by the [Department of Health Services \(DHS\)](#);
- before and/or after school program or intercession program sponsored by a [school district](#);
- before and/or after school program or intercession program sponsored by a [charter school](#);
- child development program (childcare centers and family childcare homes) with a [Department of Defense \(DoD\)](#) Certificate to Operate;
- a program sponsored by a state university, or sponsored by a state community college as defined by the [Arizona Department of Education](#)

Multiple childcare arrangements are often necessary, and are eligible for awards. Note program services under consideration may be described as "childcare," yet not reflect the above criteria (and are therefore, ineligible for NAU Childcare Voucher). Visit the above links regarding qualifying childcare. Email [Childcare@nau.edu](mailto:Childcare@nau.edu) if you have questions.

**Additionally:**

- Assistance may not be used for a childcare provider who comes into the student's home.
- Programs not eligible for NAU Childcare Voucher are those:
  - offering experiences as "camp" or "recreational" opportunities not meeting "Qualifying Childcare" descriptions;
  - at schools without the supervision of state or local education authorities (e.g. "private schools");
  - where participants are allowed to sign themselves in/out;
  - that reflect non-childcare tuition;

### Amount of Corresponding Academic and July 1-June 30 Fiscal Year Period Financial Assistance

- Academic year **2020/2021** NAU Childcare Voucher Awards are anticipated to be \$1,000 per semester for fall and/or spring semesters.
- Descriptions and figures are for this corresponding academic and July 1-June 30 fiscal year period, and may be subject to future revision.
- In the case of two parents who are currently enrolled NAU students, NAU Childcare Voucher monies will be awarded to a single individual on behalf of the family. Eligible students must have demonstrated need with the Office of Scholarships & Financial Aid (OSFA).
- If parents remove their children from qualified childcare and this results in a refund to the parents, that portion of costs previously awarded by NAU Childcare Voucher Program, is requested to be returned to this office within 30 days.
- The Office of the Dean of Students is responsible for the administration of funds. Inquiries can be made by email to [Childcare@nau.edu](mailto:Childcare@nau.edu) or by mail Room 104, University Union, 1050 S. Knoles, Flagstaff, AZ, 86011 or call (928)523-5181 if you have questions.
- NAU Childcare Voucher Program is contingent upon funding, assessment of need, and distribution method. In order to manage limited resources and provide equitably across the student population, funding assistance for the entire fiscal year cannot be guaranteed. Once funds are dispersed, a contact list will be maintained.
- Applications for NAU Childcare Voucher Program are subject to audit and additional documentation of eligibility may be required. If found to be ineligible, such students are responsible for reimbursing any and all monies to NAU, and failure to comply with the above requirements may result in denial of this student service.

### Demonstrated Need

- A completed Free Application for Federal Student Aid (FAFSA) must be on file with the Office of Scholarships & Financial Aid (OSFA)

### Application

1. It is the student's responsibility to understand program content; to accurately complete, submit and update program information in a timely manner; and to receive and apply to the NAU Childcare Voucher Program in accordance with program guidelines for coursework-related childcare. Email [Childcare@nau.edu](mailto:Childcare@nau.edu) or call (928)523-5181 if you have questions.
2. The names of eligible NAU students – including spelling and hyphenating – should match students' NAU personal information. Inform our office about related changes to avoid interruptions or delays.
3. Enrolled students not complying with program guidelines and application requirements may be disqualified from the program.
4. Current applications are available at <https://in.nau.edu/dean-of-students/childcare-voucher-program/#>
5. Applications may be submitted throughout each corresponding academic and July 1-June 30 fiscal year period. Unless otherwise noted, students will submit one (1) Application each fall and spring term. . Visit <https://in.nau.edu/dean-of-students/childcare-voucher-program/#>
6. Application forms are automatically dated upon receipt, and are processed and prioritized based on that date. You will receive an auto-reply confirming submittal status through your NAU email account. Our office will contact you if there are questions.
7. Program enrollment approval is based upon the date of the completed submittal. Incomplete submittals may delay the approval process.
8. NAU Childcare Voucher applications and awards must occur during one's active student enrollment with the University, and in both the corresponding academic and July 1-June 30 fiscal year period.
9. As the selection of childcare is the exclusive responsibility of parents, the childcare provider chosen will be asked to confirm certain information. This includes confirming the provider meets the description of a qualifying childcare provider as described in the program guidelines, and regarding award-related submittals for childcare service occurring in both the corresponding academic and **July 1, 2020-June 30, 2021** fiscal year period.
10. Students are responsible for providing NAU Childcare Voucher Program with correct student, family and childcare information, and for notifying this department of any related changes in a timely manner. Incomplete or delayed Childcare Voucher communications and awards resulting from such inaccuracies are the responsibility of the student.

### Priority for Funding

Complete student application information will be processed and prioritized based on application date. Once funds are dispersed, a contact list will be maintained.

### Award

1. NAU Childcare Voucher award checks will be mailed USPS to the address provided by the student in the application.
2. Child Care voucher award checks may take up to 30 days to process after approval of award.
3. The NAU Childcare Voucher award may be considered income, may impact financial aid or have tax implications and all participants will receive a 1099 reflecting the child care voucher award.
4. For students receiving award notification, please note *Enrollment Verification Form* directions for deadline completion and submittal to NAU Childcare Voucher Program at the beginning of the fall and/or spring semesters.
5. Students are typically notified of eligibility, award or contact list status, through their NAU email account within three (3) weeks of their submittal.
6. Following NAU Childcare Voucher award notification, such students must submit a completed *Enrollment Verification Form* by electronically scanned to [Childcare@nau.edu](mailto:Childcare@nau.edu) before funds are dispersed. Call (928)523-5181 if you have questions.
7. NAU Childcare Voucher is intended for childcare expenses already incurred, and that are related solely to the student's status and current, qualifying coursework-related childcare occurring in Arizona.
8. Students are responsible for providing the NAU Childcare Voucher Program with correct student, family and childcare information, and for notifying this department of any contact information changes in a timely manner. Incomplete or delayed NAU Childcare Voucher communications and awards resulting from such inaccuracies are the responsibility of the student.

**Dependent Care and Tax Liability Issues**

Childcare can be a major expense for many students. Contact a professional tax advisor to determine if you are eligible for a tax credit. Additionally, subsidized monies applied toward childcare can be considered income and may be subject to taxation. This information is not intended to serve as tax advice. Consult your professional tax advisor to identify full tax implications of program use and to determine the optimal use of dependent care offerings.

Thank you for your review. Contact our office by email at [Childcare@nau.edu](mailto:Childcare@nau.edu) or by calling (928) 523-5181 or visiting the website <https://in.nau.edu/dean-of-students/childcare-voucher-program/#>

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