

**Arizona Department of Economic Security
Higher Education Child Care Project**

Program Guidelines, Academic Year 2022-2023

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Introduction

Northern Arizona University's Office of the Dean of Students (ODOS) administers a pilot program for reimbursement of qualified child care expenses through the Higher Education Child Care Project (HECCP) funded by the Arizona Department of Economic Security (ADES). The pilot project end date is June 30, 2024. The purpose of the NAU HECCP is to provide qualified child care assistance to income eligible undergraduate student-parents of children ages twelve (12) or under who are enrolled full-time in one of the following programs/areas: School of Nursing, Early Childhood Education, or K-12 Education.

Eligibility

- **Programs/Areas:** NAU School of Nursing and College of Education Early Childhood Education and K-12 Education undergraduate students
- **Enrollment:** Currently enrolled as full-time per <https://nau.edu/university-policy-library/>
- **Income:** Adjusted Gross Income (AGI) of not more than 165% of the ADES Child Care Assistance Gross Monthly Income Eligibility Chart and Fee Schedule for each applicable program year, which is updated and effective October 1 of each program year. The ADES chart is based on the Federal Poverty Level (FPL) guidelines and includes slight adjustments to comply with Child Care Administration (CCA) requirements. The income chart effective through September 30, 2022, is as follows*:

Household/Family Size**	165% ADES Adjusted FPL
2	\$28,752
3	\$36,240
4	\$43,740
5	\$51,228
6	\$58,716
7	\$66,216
8	\$73,704

*New ADES FPL guide to be effective October 1, 2022 and October 1, 2023 to be added once available.

**9+ member households will be calculated on a case-by-case basis.

Please note the CCA FPL Guidelines will apply for each program year as listed below:

ADES Child Care Administration Income Level Guideline Year	Effective Dates for Eligibility Determination
2021	10/01/2021 - 09/30/2022
2022	10/01/2022 - 09/30/2023
2023	10/01/2023 - 09/30/2024

- **Parents:** Parent or legal guardian of a dependent child(ren) ages twelve (12) or under.
- **Child:** Legal dependent child(ren) ages twelve (12) or under (this includes children by birth or adoption, foster children, and children by court order if proper identification is provided).
- **Child Care:** Utilization of child care services with a State of Arizona licensed child care center or ADES certified child care program licensed by the Arizona Department of Health Services (ADHS) or a Child Care group home certified by ADHS, or a family Child Care home certified by the ADES. Regulated providers can be found by using the “Search for Child Care” option on the Child Resource and Referral (CCR&R) website (azccrr.com).
 - As the selection of child care is the exclusive responsibility of parents, the child care provider chosen will be asked to confirm certain information. This includes confirming the provider meets the description of a qualifying child care provider as described in the program guidelines, and regarding reimbursement-related submittals for child care service occurring in all corresponding academic years.
 - Ineligible child care programs not eligible for NAU’s HECCP are those:
 - Offering experiences as “camp” or “recreational” opportunities not meeting “Qualifying Child Care” 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; and/or
 - That reflect non-child care tuition.

Citizenship and Residency

The eligible student-parent and their family (including dependents) must be currently residing in the State of Arizona and must be physically present in Arizona to receive Child Care Assistance. The children for whom assistance is requested must be either United States citizens or Qualified Immigrants of the United States to be eligible for Child Care Assistance.

Audit and Reporting Participation

To comply with ADES’s HECCP guidelines, NAU is responsible for submitting detailed reports and verifying that child care assistance parameters are being met through periodic audits. Information provided will be de-identified, so details about individual students and their child(ren) are not identifiable. NAU is also required to provide data on student undergraduate degree completion and post-graduation job placement. Therefore, as part of this program, student-parents who have received or are receiving child care reimbursements through the NAU HECCP must agree to completing surveys and providing narratives as requested by NAU. Failure to respond to surveys and narrative requests may result in repayment of all child care assistance provided through the NAU HECCP.

Documentation and Verification

- ODOS staff will verify student eligibility, income, legal dependency of child(ren), ages of children, child care utilization, citizenship and residency, other program related details, and financial aid status to include FAFSA information, if applicable.
- Reimbursement amounts will be based on timely receipts provided monthly (reimbursement amounts may be subject to ADES Maximum Reimbursement Rates for Child Care guidelines).
- Eligible students may be asked to provide additional information when the student’s spouse or partner is also an NAU student or NAU employee.
- The following documentation may be required to determine eligibility, program enrollment continuation, and to complete program audits:
 - Proof of income (first page of applicable year’s tax returns, Form 1040)
 - Proof of Arizona residency for student-parent
 - Proof of child(ren)’s United States citizenship or Qualified Immigrant status
 - Proof of age for eligible child(ren) (birth certificates for all eligible children)
 - Proof of guardianship if student-parent is not listed on the birth certificate(s)
 - Free Application for Federal Student Aid (FAFSA) review in collaboration with the NAU Office of Scholarships & Financial Aid (OSFA)
 - Approved child care facility utilization confirmation
 - Approved child care facility receipts
 - Self-attestation/confirmation of other child care assistance-related information

Application

- It is the student's responsibility to understand program content; to accurately complete, submit and update program/area information in a timely manner; and to receive and apply to the NAU HECCP application in accordance with program guidelines. Please email ADES.HECCP@nau.edu or call (928) 523-5181 should you have questions.
- The names of eligible NAU students – including spelling and hyphenating – should match students' NAU personal information. After updates are made by the student-parent in LOUIE (nau.edu/LOUIE), they are to email ADES.HECCP@nau.edu to communicate changes to avoid enrollment interruptions or payment delays.
- Enrolled students not complying with program guidelines and application requirements may be disqualified from the program.
- Applications will be available on the date and time listed at nau.edu/HECCP.
- Students may submit one (1) application for each enrolled term if they will be enrolled less than a full academic year or one (1) application per enrolled full academic year 2022-2023 (may include Summer 2023) and academic year 2023-2024 (no Summer 2024 included as the program will end after the Spring 2024 semester) if they are eligible. Retroactive applications for Spring and Summer 2022 reimbursements will be accepted until July 25, 2022. Please visit nau.edu/HECCP.
- Application forms will be dated upon receipt and are processed and prioritized based on that date. You will receive an autoreply confirming submittal status through your NAU email account. HECCP staff will contact you if there are questions.
- Program enrollment approval is based upon the date of the completed submittal. Incomplete submittals may delay the approval process.
- In the case that two parents are currently enrolled NAU students, NAU HECCP reimbursement will be considered for only a single student-parent on behalf of the family. Please submit only one application per household/family.
- In the case that one or both parents are enrolled in any ADES HECCP in the State of Arizona through any higher education institution, NAU reimbursement will only be considered for child care expenses not currently being covered for a single student-parent on behalf of the family.
- Applications for NAU's HECCP are subject to audit and additional documentation of eligibility may be required. If found to be ineligible, such students are responsible for reimbursing all monies to NAU. Failure to comply with the above requirements may result in denial of this student service.
- If a student does not meet the application and/or child care receipt(s) due dates communicated via email, retroactive payments for Fall 2022 through Fall 2023 will be considered only on a case-by-case basis through the month following the child care services were provided if funds are available and the reporting period has not passed. There will be no Spring 2024 retroactive payments as the pilot program will be ending after this term. Students are encouraged to apply and submit receipts in a timely manner for full consideration.
- The NAU HECCP is a pilot program contingent upon funding, assessment of need, and distribution method. Therefore, funding assistance cannot be guaranteed, and the guidelines may change at any time. Eligible students have access to apply; however, a completed application does not guarantee program enrollment and resulting reimbursement for child care expenses.
- Applications will be accepted per the following table to ensure ADES reporting is accurate and timely:

Term	Child Care Coverage*	Child Care Application Close (due by 5:00 p.m. MST for all listed dates)	Last Month's Receipts Due	Payment Plan** (Upon program acceptance and approval of all required documentation)
Spring 2022	Jan – Apr 2022	Jul 25, 2022	Aug 5, 2022	Retroactive Lump Sum
Summer 2022	May – Jul 2022	Jul 25, 2022	Aug 5, 2022	Retroactive Lump Sum
Fall 2022	Aug – Nov 2022	Nov 5, 2022	Dec 5, 2022	Monthly
Spring 2023	Dec 2022 – Apr 2023	Apr 5, 2023	May 5, 2023	Monthly
Summer 2023	May – Jul 2023	Jul 5, 2023	Aug 5, 2023	Monthly
Fall 2023	Aug – Nov 2023	Nov 5, 2023	Dec 5, 2023	Monthly
Spring 2024	Dec 2023 – Apr 2024	Apr 5, 2024	May 5, 2024	Monthly

*All calendar months are included to support child care continuity and some days of each semester may be truncated to allow for timely reporting to ADES.

**Please allow up to six weeks for eligibility and receipt verification and payment processing from valid receipt(s) submission to ODOS.

- NAU HECCP applications and reimbursements must occur during one's active student enrollment with the University, and in all corresponding academic years unless for retroactive payments for Spring and Summer 2022.
- Students are responsible for providing NAU HECCP with correct student, family, and child care information, and for notifying this department of any related changes in a timely manner. Incomplete, incorrect, or delayed communications and reimbursements resulting from such inaccuracies are the responsibility of the student.

Enrollment Priority

Funding is based on availability and priority will be given to student-parents in their 3rd and 4th years. Additional priority will be given to the following:

- Education majors who are student teaching
- Nursing majors who are participating in their clinicals

Waitlists

- If you are deemed eligible for the HECCP, but funds are not available, you will be placed on a waitlist and contacted if/when funds become available.
- If you are deemed eligible for the HECCP, but qualified child care services are not available, please contact ADES.HECCP@nau.edu to be added to the child care services waitlist.

Reimbursements

- Receipts for child care services are due no later than the 5th of each month following the month child care services were provided. Receipts must be uploaded using the "Upload Receipts" button at nau.edu/HECCP as one combined .pdf document. Should enrolled student-parents require support with uploading receipts, they may contact HECCP staff at ADES.HECCP@nau.edu for assistance.
- NAU HECCP reimbursement checks will be processed monthly and may take up to six (6) weeks to be received/deposited after program eligibility verification and upload of accurate receipts.
- Reimbursements will be distributed per the student-parent's NAU employment status:
 - Non-NAU Employee Student-Parents
 - Mailed checks: Reimbursements will be mailed to your mailing address in LOUIE (nau.edu/LOUIE) unless you complete the direct deposit request process.
 - Direct deposit: Directions for requesting direct deposit will be provided to each student-parent upon HECCP enrollment notification.
 - NAU Employee Student-Parents
 - Reimbursements will be sent to you via the same instrument as your NAU employment check.
 - If you wish to have your employment and HECCP reimbursement checks directly deposited, please visit <https://in.nau.edu/human-resources/direct-deposit-2/> and complete your request per the instructions listed.
- Please consult your professional tax advisor(s) as NAU HECCP reimbursements may be considered income and may impact financial aid or have tax implications. The program is designed to reduce tax implications; however, it is the student-parent's responsibility to research personal tax implications.
- Students are typically notified of eligibility, enrollment, contact, or waitlist status through their NAU email account within three (3) weeks of their application submittal.
- NAU HECCP reimbursements are intended for qualified child care expenses already incurred by the student-parent, which are dependent on the student's status and current, qualifying enrollment in child care occurring in Arizona.
- Students are responsible for providing the NAU HECCP with correct student, family and child care information, for updating their LOUIE (nau.edu/LOUIE) mailing address and contact information, for ensuring direct deposit information is accurate (if applicable), and for notifying ADES.HECCP@nau.edu of any contact information changes in a timely manner. Incomplete or delayed communications and reimbursements resulting from such inaccuracies are the responsibility of the student.
- If a student does not meet the application and child care receipt(s) due date, retroactive payments for Fall 2022 through Fall 2023 will be considered on a case-by-case basis. There will be no Spring 2024 retroactive payments as the pilot program will be ending after this term. Students are encouraged to apply and submit receipts in a timely manner for full consideration.
- To maintain continuity of care for children, days between sessions may be considered for reimbursement if a student is enrolled in the following semester as a full-time student in a qualifying program/area if they meet all other eligibility requirements.
- If parents remove their children from qualified child care and this results in a refund to the parents, that portion of costs previously reimbursed by NAU's HECCP is requested to be returned to this office within 30 days.
- Full-time enrollment will be verified prior to any reimbursement processing. Please refer to <https://nau.edu/university-policy-library/> to confirm your enrollment eligibility.
- **Child Care Receipt Requirements:** Child Care receipts must have the following information to be considered for reimbursement:
 - Date paid
 - Paid to whom – provider's full business or full legal name
 - Provider's AZ Tax ID Number
 - Paid by – parent's full name
 - Number of children
 - Names of children

- Days/Hours services were provided (month of service)
 - a. Service provided, i.e., child care, day care, after school program, etc.
- Total amount paid for each calendar month included in the receipt period
- Payment method (cash, check, credit card, money order, etc.)
- If receipts do not include the above information, no reimbursement will be processed. The student-parent will have until the next payment period (the end of the following month) to submit accurate receipts.

Information Updates

Please ensure your email address(es), mailing address, and telephone number are kept up to date in LOUIE (nau.edu/LOUIE) as this is the email, address, and telephone information we will be using to send you important communications and payments. Keeping this information updated is essential to ensure timely communication and payment completion. Participants are required to email ADES.HECCP@nau.edu immediately if the following occur, which may impact HECCP enrollment:

- Graduation from NAU as an undergraduate student
- Withdrawal from qualified program/college/school
- Withdrawal from NAU
- Reduction to less than full-time enrollment at NAU
- Child(ren) aging out of qualified ages (birth through twelve (12) years of age), i.e., a child who turns thirteen (13) becomes ineligible for the HECCP
- Removal of child care provider from the Child Resource and Referral (CCR&R) website (azccrr.com) approved list of providers
- Change to child(ren)'s United States citizenship or Qualified Immigrant status
- Change of guardianship status for qualified child(ren)
- Receipt of child care assistance from the State of Arizona, ADES, or any other HECCP in Arizona
- Relocation of student-parent and/or child(ren) residence out of Arizona
- Direct deposit information, if applicable
- Other changes impacting enrollment requirements as determined by ADES and/or NAU

Dependent Care and Tax Liability Issues

Child care can be a major expense for students. Contact a professional tax advisor to determine if you are eligible for a tax credit. Additionally, subsidized monies applied toward child care can be considered income and may be subject to taxation. The reimbursed expenses from the NAU HECCP may not be subject to taxation, but it is the responsibility of the enrolled student to make this determination with their professional tax advisor. 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.

The Office of the Dean of Students is responsible for the administration of funds. Inquiries can be made by email to ADES.HECCP@nau.edu or by mail ODOS, Room 104, Building 30, 1050 S. Knoles, Flagstaff, AZ, 86011, call (928) 523-5181, or visit nau.edu/HECCP should you have questions.

The NAU Higher Education Child Care Program is a pilot program contingent upon funding, assessment of qualification, program updates, and distribution method. Therefore, funding assistance cannot be guaranteed, and method of distribution and program guidelines may change at any time. Eligible students have program access to apply; however, a completed application does not guarantee program enrollment.

