

**Child Care Reimbursement Program  
for SCSU Graduate Students  
who are parents utilizing child care services for their child(ren)  
in order to attend SCSU**

**Spring 2010 Application Process**

The SCSU Division of Student and University Affairs has made available a limited number of modest reimbursements for graduate students who are parents utilizing child care services for their child(ren) in order for the parent(s) to attend classes at SCSU. Up to \$500\* per family per academic semester (fall or spring), is available for reimbursement of child care services rendered for children under 12 years old at the time of application who require(s) child care services. Reimbursement will only be given for child care costs incurred during the time that the student was attending class.

**Priority consideration will be given to student parents on financial aid, and to those in most need of financial assistance. Financial need will be determined by the information provided on the Free Application for Federal Student Aid (FAFSA) filed for the academic year reimbursement is being requested.**

**Eligibility Requirements**

1. You must be a full-time (at least 9 credits/semester) matriculated graduate student.
2. You must be a parent of a child(ren) under 12 years old at the time of application who requires child care services, and the parent utilizes the child care services for his/her child(ren) in order to attend classes at SCSU.

**Child Care Reimbursement Program Application Process**

*Please read carefully!*

**Step I**

**1. Submit Child Care Reimbursement Program application via email to Catherine A. Christy, SCSU Women's Center Coordinator @ [christyc1@southernct.edu](mailto:christyc1@southernct.edu). Go to [www.southernct.edu/womenscenter](http://www.southernct.edu/womenscenter) and click on *Work Life Balance* for child care reimbursement application.**

**Applications for a child care reimbursement will be accepted only from Friday, December 18, 2009 until the close of business Monday, December 28, 2009\*\*.**

**2. All applications will be reviewed by the SCSU Child Care Committee. Priority will be given to those student applicants who:**

- Filed the appropriate FAFSA
- Have been determined to demonstrate highest financial need by the Office of Financial Aid & Scholarships (OFAS)

## **Step II**

**If you meet the eligibility requirements listed above, then SCSU will verify the following:**

**1. Proof of matriculated student status.** The parent must be identified as a matriculated graduate student in the SCSU Banner system.

**2. Proof of registration for full-time course load during the semester that the reimbursement is being requested.** The parent must be registered as a full time graduate student, verified via the SCSU Banner system.

*Potential reimbursement awardees will be notified via their SCSU e-mail account by Wednesday, January 6<sup>th</sup>, 2010.*

## **Step III**

**Once you have been notified on Friday, January 8, 2010 that you have been identified as a potential reimbursement recipient, you will be required to mail in or drop off the following documentation at the address below by Friday, January 15, 2010:**

- **A hard copy of the application must be signed and mailed to the following address:**

**Southern Connecticut State University  
501 Crescent Street  
New Haven, CT 06515  
Attn: Catherine A. Christy  
Women's Center, Schwartz Hall**

- **A copy of your child(ren)'s birth certificate.**

**If all documentation listed above is received by Friday, January 10<sup>th</sup>, 2010 and is verified, then you will be notified via your Southern email account by Wednesday, September 23, 2009 that you are eligible to receive child care reimbursement at the end of the Fall 2009 academic semester, providing the criteria in Step IV are met.**

## **Step IV**

**The following requirements must be met in order to receive the reimbursement at the end of the academic semester:**

1. The completion of full –time (9 credits) coursework at the end of the semester for which the reimbursement is being requested. This will be verified by a university administrator through the SCSU Banner System.
2. The achievement of a minimum g.p.a of 3.0 for the semester for which the reimbursement is being requested. This will be verified by a university administrator through the SCSU Banner System.
3. The provision of written documentation at the end of the semester for which the reimbursement is being requested verifying that child care services were utilized. This information must be submitted by **Friday, May 28<sup>th</sup>, 2010**.

**READ INFORMATION BELOW CAREFULLY. ALL DOCUMENTATION LISTED BELOW MUST BE SUBMITTED OR YOU WILL NOT BE REIMBURSED.**

**A. If using a licensed child care center you are required to provide:**

- a log of the hours for which the services were provided
- a copy of the semester invoices
- copies of the **cancelled checks** reflective of the dates for which the reimbursement is being requested. *You will not be reimbursed if you pay for services with cash or money orders.*

**B. If using babysitting services you are required to provide:**

- a log of the hours for which the services were provided
- a written invoice for the services
- copies of the **cancelled checks** reflective of the dates for which the reimbursement is being requested. *You will not be reimbursed if you pay for services with cash or money orders.*

**Reimbursement will only be given for child care costs incurred during the time that the student was attending the three classes, for a maximum number of 9 hours per week of babysitting services eligible for reimbursement.**

\*University will reimburse up to \$10 per hour for child care costs up to the \$500 limit.

\*\*Students need to apply for the reimbursement each semester; there is no guarantee of carry-over of reimbursement to the following semester. Please note that if you are reimbursed for more than \$600 per calendar year you must claim this income on your federal income tax forms. For further information contact your accountant.

**For further information please contact the SCSU Women's Center at (203) 392-6946 or [womenscenter@southernct.edu](mailto:womenscenter@southernct.edu), or visit [www.southernct.edu/womenscenter/](http://www.southernct.edu/womenscenter/).**