Portland Community College
Sylvania Campus
SAF Child Care Grant Program

To Apply:

1. Fill out an application (available on all campuses)
2. Your information will be verified to determine eligibility
3. Waiting lists generally exist. You will be notified when your name comes up on the waiting list.

** All grants require students maintain academic & Financial Aid eligibility.
** All grants are included, as a resource, when your Financial Aid is calculated.

Need more information?

Sylvania: Maki Yoshinaga, maki.yoshinaga@pcc.edu, 971-722-4651
Cascade: Debra Porta, debra.porta@pcc.edu 971-722-5575
Rock Creek: Kristen Martin, kristen.martin1@pcc.edu, 971-722-7448
Southeast: Naho Katagiri, childcare.se@pcc.edu, 971-722-6053

Student Activity Fee (SAF) Grant. *NOTE-you must apply through the campus at which you are taking classes (this includes Distance Learning):
Provided at Sylvania, Cascade, Southeast and Rock Creek through Student Activity Fee funding:

1. Any state licensed Child Care Center, Family Child Care home or individuals.
2. Full-time and part-time students accepted. Apply at the campus where student takes most classes.
3. PELL eligible through Financial Aid.

*If you are not eligible for Financial Aid due to your visa/immigration status, please contact us.
Eligibility

1. Student must be enrolled and **Pell-eligible** for financial aid.
   *If you are not eligible for Financial Aid due to your visa/immigration status, please contact us. We may still be able to work with you.

2. Student must meet all college academic standards and progress policies to remain eligible.

3. Student already holding four-year or graduate degrees are not eligible due to limited funds.

4. The student’s child care must be received from a **state-licensed provider**. This means they have completed the appropriate training required by the state.

5. Subsidies will not be given to those students already receiving assistance from another source.

6. Child(ren) must be under the age of 12.
Subsidy Terms-SAF

1. Subsidies are for out-of-pocket childcare costs accrued while attending PCC classes either at Sylvania campus, all online or small centers (please see campus contacts on Page 1 if attending other PCC campuses).

2. Assistance provided will pay for no more than 50% of a parent’s child care costs. The term “childcare cost” does not include tuition for school-age children at private or immersion schools.

3. No subsidies will be used when a public or private school alternative is available.

4. If a subsidized student fails to meet eligibility requirements upon submitting their paperwork, they will have the option of having their waitlist status held for ONE TERM ONLY.

5. Student may apply for and receive the subsidy up to three terms per academic year (excluding summer term).

Reimbursement Process

1. Student-parent completes and submits to the WRC the following:

   a) Subsidy Application form (one page)
   b) Copies of their children’s birth certificates
   c) Child Care Reimbursement form (one page—submitted after Pell verification)
   d) All receipts, as requested by PCC, from providers to verify charges or proof of payments
   e) Childcare provider will be called for verification by WRC
   f) Financial Aid contacted for verification – Disbursement (around 5th - 6th week of the term)

2. Amount of SAF subsidy is based upon the following for full-time students (12 credits or more) for a child:

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Amount per Term</th>
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<tbody>
<tr>
<td>1 child</td>
<td>$450</td>
</tr>
<tr>
<td>2 children</td>
<td>$900</td>
</tr>
<tr>
<td>3+ children</td>
<td>$1,350 (max)</td>
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</tbody>
</table>

   - Part-time students (6-11 credits) will receive ½ of the above numbers. The maximum reimbursement amount possible, for a full-time student is $1,350 per term.
   - If the majority of a student’s classes are Distance Learning Courses, the student should apply for the SAF Childcare subsidy through the Sylvania campus.

3. Each term it is required that a Child Care Reimbursement Form must be turned in no later than the 2nd Thursday of the term.
The WRC Office is responsible for administration of funds.

a) In the case of an over-payment, or if a student does not complete the required credits, an adjustment may be made on the following term’s subsidy, or the student may be responsible for reimbursing the program directly.

b) **One subsidy disbursement will be issued per term, around the 5th week of the term.** Subsidy will be disbursed in the same form of payment as student’s financial aid disbursement.

"We will do a midterm check to verify student is maintaining eligibility. This means the student’s registration and provider status will be re-verified. If the student drops below stated registration (the registration status provided at the beginning of the term) or their child stops attending the stated childcare facility, the student will be required to register for remaining classes, find a new provider, or work with advocate to remedy situation."
SAF-Grant CHILDCARE SUBSIDY APPLICATION
(Please type or print clearly)

STUDENT G#___________________  *Have you applied before?  Yes (when?_______)  No

PERSONAL INFORMATION
1. Student Name: ____________________________________________________________
2. Current Address: __________________________________________________________
   City: ____________________ State: ______ Zip Code:________
3. Phone: Primary _____________________ Secondary __________________________
4. PCC E-mail Address: ______________________________________________________

Please provide information about children needing childcare while you are in classes.

The PCC subsidy does not cover work-related childcare costs.

5. Child(ren):   Name __________________________ Date of birth_________________
   Name __________________________ Date of birth_________________
   Name __________________________ Date of birth_________________
6. Are you a member/veteran of the U.S. Armed Forces, or the child/spouse of a
   member/veteran of the U.S. Armed Forces?  □ Yes  □ No

COLLEGE INFORMATION
7. Which Campus do you attend most?  □ Sylvania □ Cascade □ Rock Creek □Southeast
8. Are you registered for  □ full time □ Part time  How many credits? _________
9. Do you need child care for (check all that apply):  □ Fall □ Winter □ Spring

CHILD CARE PROVIDER/ASSISTANCE INFORMATION
Answers to these questions do not necessarily disqualify you from the subsidy program.

10. Who currently takes care of your child(ren)?  □ Self □ Family member □ Friend/neighbor
    □ Family Day Care provider □ Day Care Center □ Other ______________________________
11. Do you receive subsidized child care from another agency?  □ Yes___________ □ No

<table>
<thead>
<tr>
<th>Student Agreement and Signature</th>
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</thead>
<tbody>
<tr>
<td>By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a recipient, any false statements, omissions, or other misrepresentations made by me on this application may result in my being barred from the reimbursement program.</td>
</tr>
<tr>
<td>Name (printed)</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Please return this form to Maki Yoshinaga (Tel: 971-722-4651 / maki.yoshinaga@pcc.edu) at:
Women’s Resource Center – SY CC268

Revised 9/14/2016-MY  P 5