

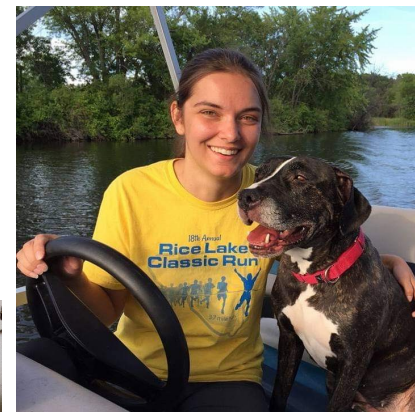
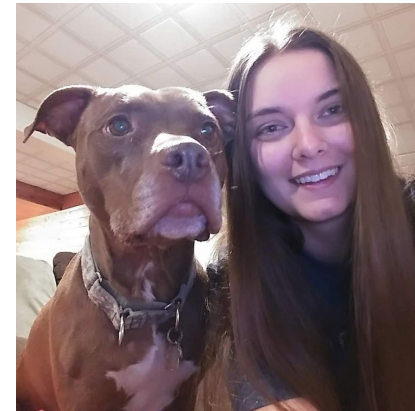
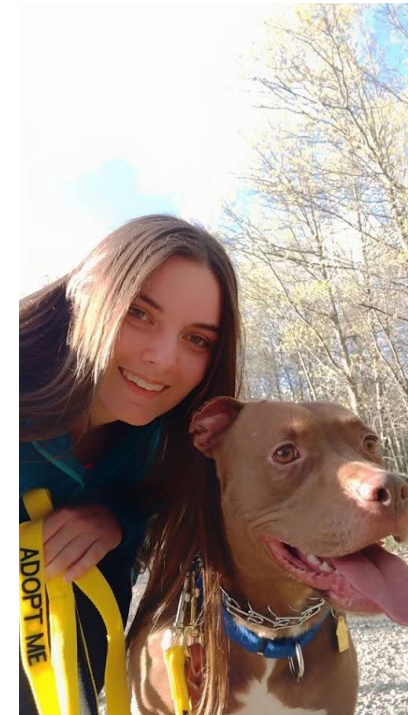


Postsecondary Child Care Grant & MNAID

Nichole Andersen, State Program Administrator, Principal

About Me

- **Nichole Andersen** – State Financial Aid Program Administrator, Principal
- Oversees **Postsecondary Child Care Grant, State Work Study**, and related programs at OHE
- **12+ years** of financial aid experience (Augsburg, Bethel, Anoka-Ramsey/Anoka Tech, University of Minnesota, Twin Cities)
- Active in **MAFAA, MASFAA, & NASFAA** (professional development, training, mentoring)
- Passionate about **clear policy, compliance, and helping schools support students**
- Outside of work: enjoy time with friends, sci-fi movies/shows, and volunteering with Minnesota Pit Bull Rescue 🐾



Nichole Andersen

OHE Website



Student CCG Website

Welcome to the newly redesigned OHE website! If you have questions or feedback, please email: communications.ohe@state.mn.us

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Postsecondary Child Care Grant

The **Postsecondary Child Care Grant Program** helps low income students who have young children pay for child care while the student attends classes.

[Expand All](#)

Who is Eligible

Eligible Institutions

How to Apply

Funds Available

Award Determination

FOR MORE INFORMATION

Please provide a detailed description of your question to the email below.

EMAIL:
financialaid.ohe@state.mn.us

ADDITIONAL GRANTS AND SCHOLARSHIPS

[Fostering Independence Higher Education Grant](#)

[Aspiring Teachers of Color Scholarship Pilot Program](#)

[Grants for Students with Intellectual and Developmental Disabilities](#)

[Minnesota Indian Scholarship](#)

Administrative CCG Website

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Postsecondary Child Care Grant Program Resources

PROGRAM DESCRIPTION AND APPROPRIATIONS HISTORY

The Child Care Grant program provides financial assistance to students who have children 12 and under, are not receiving assistance under the Minnesota Family Investment Program (MFIP), and who demonstrate financial need for grants, to help pay for child care while pursuing a postsecondary education.

PROGRAM OVERVIEW

Funds are allocated to eligible postsecondary institutions based on the number of students who

PROGRAM CONTACT

Nichole Andersen

PHONE:
[\(651\) 355-0612](tel:(651)355-0612)

EMAIL:
Nichole.Andersen@state.mn.us

MNAID TRAINING DOCUMENTS →

Nichole Andersen | ohe.mn.gov/outreach-professional-resources/campus-resources/campus-financial-aid-administrator-resources-3

MNAid School User Access Levels



View

- View school profile, award rules, and payment history
- Search for and view any student records



Update

- Includes all “View” access.
- Can update the school profile.



Administrator

- Includes all “View” and “Update” access.
- Can also submit fund requests.

Program Goal & Purpose

Program Purpose

Provides financial assistance to students with financial need

Helps cover child care costs for **dependent children** while pursuing postsecondary education

Available to students **not receiving MFIP child care assistance**

Reduces child care barrier to enrollment, persistence, and completion

Established in **Minn. Stat. § 136A.125 (1989)**

Child Care Grant Background

Timeline

- 2015 → Residency via spouse allowed
- 2016 → Graduate students eligible
- 2017 → Term limit increased (8 → 10)
- 2021 → Maximum award updated; moved to funds-received basis
- 2024 → Transition to MNAid



The Postsecondary Child Care Grant was first established in Minnesota statute in 1989 with an initial appropriation of \$2 million.



Major changes to the Postsecondary Child Care Grant in the past ten years are shown on the left.

Child Care Grant 2025-2026 Eligibility

Eligibility for the Child Care Grant

Students must:

- Attend an eligible institution
- Enroll in 1+ undergraduate credits (1+ graduate)
- Complete the FAFSA or Dream Act Application
- Have an eligible child*
- Maintain Satisfactory Academic Progress
- Not have received CCG funds for more than 10 semesters (or equivalent quarters)
- Not be in default on any educational loan
- Not be receiving MFIP benefits
- Have child care from a verified provider
- Meet financial eligibility guidelines
- Household changes allowed (e.g., newborns can be added mid-year even if not on FAFSA)
- Complete CCG application in MNAid (including provider section).

Eligible Student

MINNESOTA RESIDENT STATUS

To be eligible as a Minnesota resident student for most state financial aid programs, a student must meet ONE of the following criteria:

- Graduated from a Minnesota high school while residing in Minnesota and, if currently residing in another state, physically attending a Minnesota college.
- **Received a GED** in Minnesota after living in the state for at least one year.
- The student lived in Minnesota for at least 12 consecutive months, and during that time was not enrolled for more than 5 credits in any term, at any institution. This does not have to be the initial 12 months the student lived in Minnesota.
- Is a member (or spouse or dependent of) of the U.S. armed forces stationed in Minnesota for active federal military service.
- Is a spouse or dependent of a veteran who is a Minnesota resident.
- Is an active member, or a spouse or dependent of that member, of the state's National Guard who resides in Minnesota or an active member, or a spouse or dependent of that member, of the reserve component of the United States armed forces whose duty station is located in Minnesota and who resides in Minnesota.
- Relocated to Minnesota within 12 months of a presidential disaster area declaration if the disaster disrupted the student's postsecondary education.
- Is a refugee who immediately settled in Minnesota and has continued to reside in Minnesota.
- For **dependent student** ⓘ: The applicant's parent(s) legal state of residence on the current FAFSA was Minnesota at the time when the financial aid application was submitted.
- For **independent student** ⓘ: The student originally met the resident definition as a dependent applicant, and has not moved from the state since that time.
- Is married to a Minnesota resident (applies to the Postsecondary Child Care Grant program only).

Eligible Student

MN Residency (General Rules)

- Student must meet one of the following:
 - MN high School graduate (must attend in MN if living out-of-state)
 - Earned GED in MN after living in MN for 1 year
 - Dependent student whose parent(s) lived in MN when FAFSA completed
 - Lived in MN for 12 consecutive months without half-time+ enrollment
- Residency lost if student leave MN > 1 year
- Independent students “grandfathered in” if parents lived in MN at FAFSA completion and student continues to live in MN

Eligible Student

Residency (Special Cases)

Families not penalized for leaving MN for college, military, missionary service (if paying MN taxes)

Active duty military members, spouses, or dependents stationed in MN

Spouse/dependent of MN veteran who meets residency requirement

Disaster reallocation: moved to MN from a federally declared disaster area within past 12 months (if disaster interrupted education)

Refugees under federal law who moved to MN and continue to reside here

Eligible Student

Residency – Other Potential Eligibility Criteria

- MN Dream Act students may qualify if they:
 - Attended a MN high school ≥ 3 years
 - Graduated from MN high school or earned MN GED
 - Meet Selective Service registration (males 18-25 must register; 26+ must have been registered)
- Spousal residency: student may qualify if spouse is MN resident
- Must not be receiving tuition reciprocity benefits from neighboring states

Eligible Student

Enrollment & Program Requirements

- Must be enrolled in at least 1 credit (undergrad or graduate/professional program leading to a credential)
- Interim term credits allocated to adjoining terms (per State Grant rules)
- Must be enrolled in non-sectarian program (not ministry/religious training)

Eligible Student



Academic Requirements

Must be making Satisfactory Academic Progress (SAP)

- State law adopts SAP requirements used for federal aid
- Schools may set stricter standards

Child Care Grant – Extended Eligibility

Students may receive an additional semester of eligibility if they withdraw due to:

- A **serious health condition** (under care of a medical professional) that substantially limits the ability to complete the term.
 - Providing care for a **spouse, child, or parent** with a serious health condition that substantially limits the student's ability to complete the term.
- ➡ Upon return, students are considered to be in **continuing enrollment status** and do not lose renewal eligibility.

Eligible Child

The student must be the **biological parent, step-parent, or legal guardian** of the child.

Student must be willing to provide **legal documentation** upon request at any point during the academic year (birth certificate, court-issued guardianship papers, etc.).

Grandparents, aunts/uncles, or partners are not eligible unless legal guardianship paperwork has been issued by the court.

The child must be:

- **12 or younger, OR**
- **Age 14 or younger** if the child has a disability as defined in Minn. Stat. §125A.02

A child is considered eligible for the **entire term** if they are 12 at the beginning of the term.

Foster children are not eligible for CCG

Eligible Child

Definition of Disability

Disability includes: hearing, vision, speech, physical, mental, emotional/behavioral, learning disability, autism, TBI, multiple disabilities, deaf/blind

Must need special education and related services

Diagnosis must be from: physician, advanced practice nurse, or licensed psychologist

Short-term/temporary conditions do not qualify

Who Qualifies as a Provider

-  A licensed child care provider; or
-  Legal non-licensed caregiver (age 18, cares for children from only one family other than their own)
-  Certain exempt programs:
 - After-school programs affiliated with a school district
 - All-day Kindergarten and pre-school (if they charge a fee)
-  **All providers MUST agree to the Provider Certification on the application**
(Those who do not agree are NOT eligible providers)

Provider Restrictions & Exceptions

Not an Eligible Provider:

-  Parents, step-parents, or legal guardians of the child
-  Anyone living in the same household as the student/child
-  Anyone that resides in the same household or occupies the same residence as the student and child
-  Any provider who does not agree to the provider certification on the app (Must check all required boxes and sign it)

Exception:

-  Providers **do not have to be located in Minnesota**

Provider Verification: Purpose & Integrity

-  Ensures funds only go to **eligible students and providers**
-  Protects the **integrity of the program** and prevents fraud/errors
-  Helps maintain program funding for the future (legislative and audit confidence)
-  Strong preference for **email, fax, or mail** verification (reduces errors, provides documentation trail)
-  Avoid relying solely on **phone verification** (harder to audit, greater risk of mistakes/fraud)



Common
Audit Finding!

Provider Verification: Process

1. **Receive application** with provider section completed.
2. **Send verification request to provider** (using the template letter or your own).
 - Include provider section of the application (black out student ID)
3. **Provider responds** via preferred methods:
 -  Email, fax, or mail (preferred – audit trail)
 -  Phone (only if necessary, must document date/time/person spoken to)
4. **School documents verification**
 - Note date, method, and staff initials
 - Save/email/fax copies for audit purposes
5. **Disbursement proceeds** only after provider verification is complete

Provider Verification: Requirements

✓ Verify at least once per aid year

- Every student must have provider verification documented **each year**.

✓ Re-verify if provider changes

- Any time the provider changes, verification must be repeated.

✓ Direct payment to providers = pre-disbursement verification

- If your school disburses directly to providers, verification must be **completed before funds are released**.

Overpayments & Fraud

Late Verification

- If provider verification happens *after* disbursement and the provider is **ineligible**, the **school is liable** for repayment.

School Liability

- Schools are **not liable** if they followed verification procedures correctly.
- Schools **may be liable** if they skipped or mishandled verification.

Escalation

- Suspected fraud or intentional misrepresentation → escalate to:
 - OHE (Office of Higher Education)
 - County attorney, if appropriate

Eligible Institutions

- Minnesota public postsecondary institutions
- Minnesota private colleges or universities granting bachelor's degrees (non-profit or for-profit)
- Minnesota non-profit two-year vocational schools granting associate degrees
- Minnesota postsecondary institutions offering only graduate or professional degrees
- Must submit an **annual program participation form**, indicating anticipated funding needs for the coming year

Prioritizing Applicants: Rules & Deadlines

Renewal first

- Renewal applicants must be awarded **before first-time applicants**.

Set deadlines

- Schools must establish an **initial application deadline** for prioritization.

After deadline

- Once all timely applicants are awarded, schools may award late applications **per their written policy**.

Defining Renewal Applicants

✓ Renewal Applicant

- Received an award in the **previous academic year**
- Maintained continuous enrollment at the same institution

✓ Continuous Enrollment

- No break in enrollment longer than **1 academic term OR 60 days** in the prior year

✓ Exception

- Students on **active duty military service** may be excused from the continuous enrollment rule

Limited Funds & Waitlists

If funds are limited:

- Schools must follow their **written award policy** when funds don't cover all renewals.

Waiting List Requirement:

- Schools must **maintain a waiting list** if funds don't cover all eligible students.

Reporting to OHE:

- Schools must update students that are on their waitlist to “waitlisted” in MNAid.

Fraud & Priority

Statute Rule

- Suspected fraud **does not automatically disqualify** renewal status for future years.

School Policy Option

- Schools may add fraud-related language to their written award policy.

Examples

-  Fall term correct, Spring term fraudulent → student still considered a **renewal**.
-  If the entire award is canceled for fraud → student is **not a renewal** the following year.

Priority Adjustment

- Schools may assign the **lowest priority** to applicants who committed fraud in a prior year.

Student Certification (Key Points)

- ✓ Must report changes within **10 days** (enrollment, provider, rates, MFIP, etc.)
- ✓ Grant must only be used for **child care expenses**
- ✓ **Allows OHE/school to contact provider** and verify information
- ✓ **Allows data sharing** with OHE and county agencies

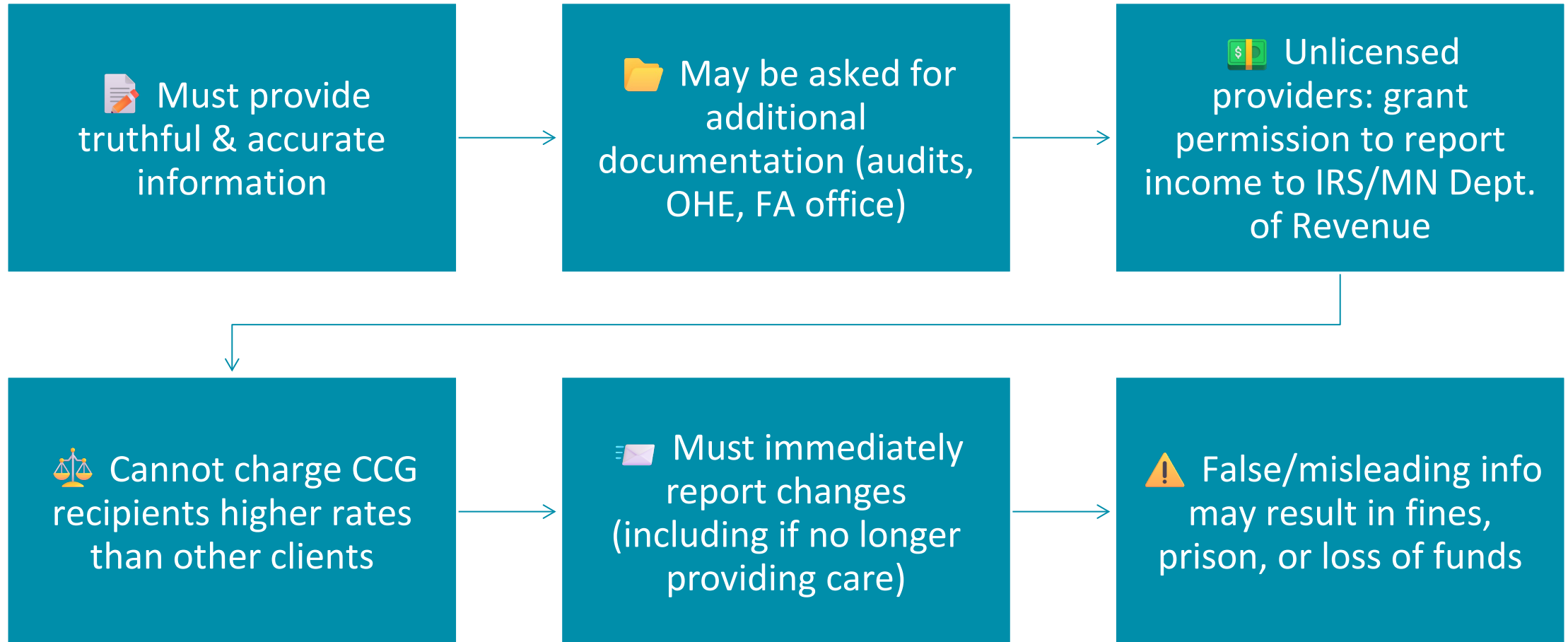
Student Responsibilities

✓ **Parent/guardian not available** to provide child care

✓ **Provide truthful information**
(false info = fines, prison, repayment, loss of funds)

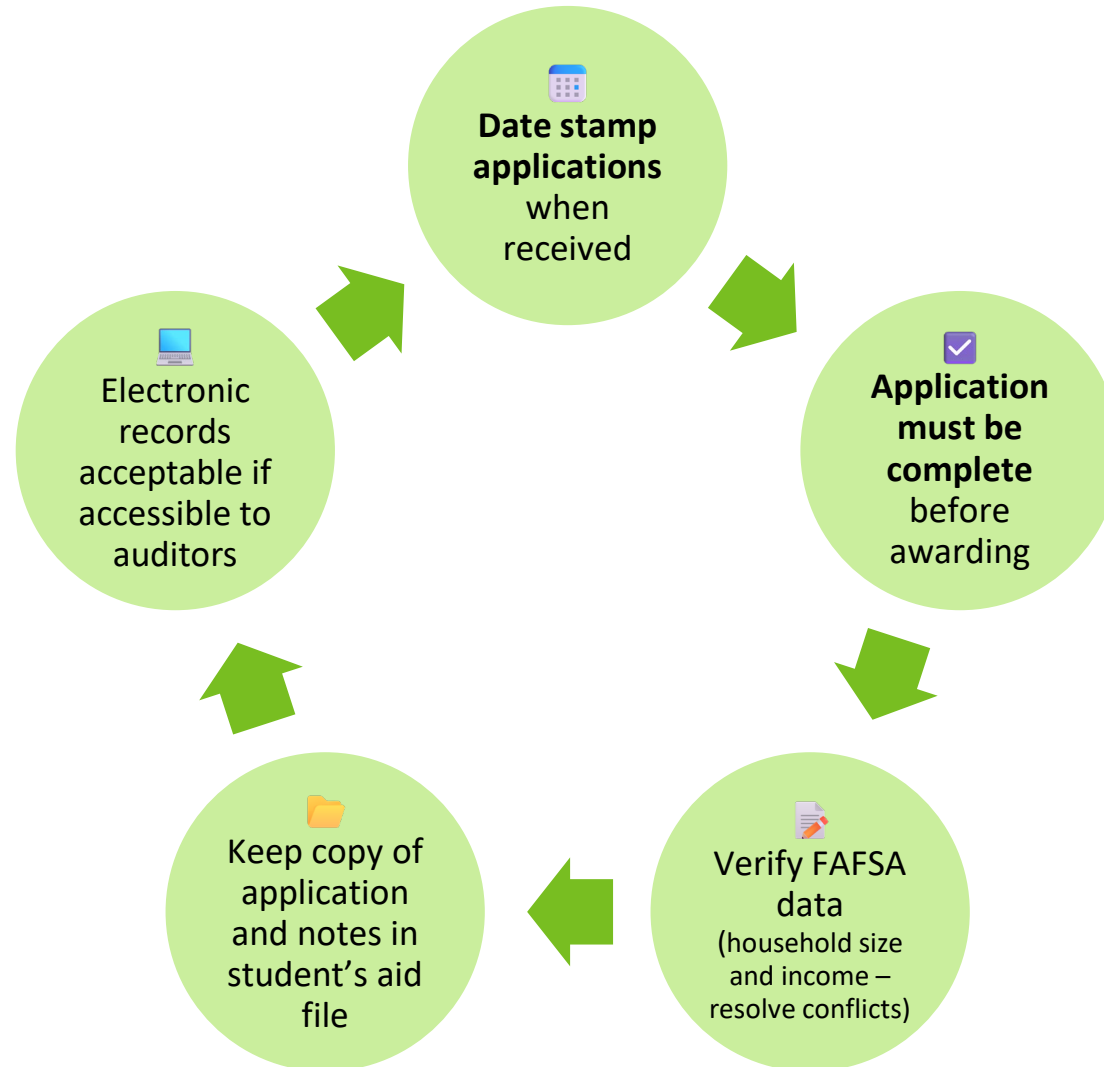
✓ **Withdrawal or reduced enrollment**
→ may require **repayment of grant funds**

Provider Certification (Key Points)



Administrative Requirements

**TOP 10
FINDING**




**Common
Audit Finding!**

Written Award Policy: Requirements



Schools must maintain a **written Postsecondary Child Care Grant award policy.**



Policy must be **signed & dated by the Director of Financial Aid.**



Policy must include the **effective date for implementation.**



Policy must **comply with Minnesota Statutes and OHE program rules.**

Written Award Policy: What to Include

- **Prioritization method** for awarding applicants (renewals vs. first-time).
- **Application deadlines:**
 - Initial deadline for prioritization
 - Resubmission deadline for continuing eligibility
- **Standard disbursement method** (student vs. provider; document any exceptions).
- **Waiting list procedures** – how created, maintained, and prioritized.
- **Retroactive awards** – how/if processed.
- **Fraud or reporting issues** – may assign lowest priority to students who failed to report changes or provided fraudulent information.

Written Award Policy: What to Include



Additional Institutional Rules –
Include policies on:

Tie-breaking methods (when multiple students meet the same criteria)



Purpose – Protects the institution, ensures fairness, and provides a clear audit trail.

Award Period: General Rules



**Award for full 9-month
academic year
(fall–spring)**



May award fewer terms if:

Student attends partial year
Student runs out of eligibility
mid-year



**Retroactive awards
allowed if awarding later in
the year (if funds available)**



**Remaining funds may only
cover partial year.**

Award Period: Calculation & Documentation



School responsible for calculating award **per child, per term.**



Initial award assumes full year but **must be revised each term** for actual costs & enrollment.



All calculations must be documented.

Award Period: Summer & Extra Terms

School can award a student up to three full-time semesters or four full-time quarters



Total across all terms cannot exceed:

150% semester system cap

133% quarter system cap

Reporting & Verification



Providers report actual costs on the application form.



Schools **may require receipts** to verify reported costs.



Schools may reference **DHS average provider rates** as a guide.



Providers **cannot charge CCG recipients more** than non-recipients.

Maximum Rates & Hours

- Maximum payable = **\$5/hour (home care)** or **\$10/hour (center care)**
- Up to **40 hours per week**
 - Second provider allowed only if primary provider < 40 hrs/week
- Hours can include school, study, and work time (no distinction required).
- Flat weekly rate for full time daycare = 40 hours



**Common
Audit Finding!**

Allowable vs. Not Allowable Costs

-  Costs during breaks or partial terms when child care is still provided.
-  No costs for weeks when child is **not receiving care**.
-  Use an **average rate** if costs vary week-to-week.
 - Example: rates or hours vary week to week.

Coordination with Other Aid

- Must **subtract** other child care assistance (e.g., Basic Sliding Fee, EC scholarships, employer assistance, Transition Year, spousal benefits).
 - Max = **40 hrs/week total** → if already covered, no CCG eligibility.
 - Second provider only if primary provider < 40 hrs/week.
- Must also subtract **court-ordered child care assistance**.
- Both **student and provider must report** all other child care aid.

Infant Care Adjustment: Overview

- Award chart can be increased **up to 10%** for higher infant care costs
- Institution must request **OHE approval** on the annual participation form
- Student must submit provider-completed **Infant Care Adjustment Form**
- Infant = defined by provider, up to **18 months max**



**Common
Audit Finding!**

Infant Care: When Adjustment Applies

- If provider cares **only for the infant**, no automatic 10% increase (unless documented)
- Student may **appeal** if provider's infant care rate is above county DHS maximum rates
- Minimum award allowed: **\$50/semester** or **\$33/quarter**



**Common
Audit Finding!**

Overpayments & Withdrawals



Reduce/Repay

If eligibility changes mid-year or student drops/withdraws → reduce awards for future terms **OR** bill student + return funds.



Recalculate

Must recalc award if student never attended.



Documentation

Complete the **OHE Refund Calculation Worksheet**.



System Update

Update all adjustments in **MNAid**.

Adjustment Deadlines



Flexibility

- Schools may set award adjustment end date (drop/add, later in term, or last day of term).



Consistency

- The **same end date** must be applied across **all state aid programs**.



System Updates

- All adjustments must also be updated in **MNAid**.

Disbursement Basics



Award may be paid to student or provider



Must be disbursed on a term basis (unless school policy allows more frequent)



Student must be registered before funds can be released



If student never begins classes → full refund required



Enrollment level at date of disbursement determines award

Methods of Disbursement

- Institutional check (direct or mailed to student/provider)
- Crediting student's account
- Electronic funds transfer (EFT)

Best practice: request student photo ID if funds are picked up directly.

Documentation of Disbursement

- Must document each disbursement
 - Date
 - Amount
 - Source
 - Student & provider
- All disbursements/adjustments must be updated in **MNAid**

Late / Retroactive Disbursement

✓ When Allowed

Student did not withdraw or drop below one credit during that term

Payment must use enrollment level **as of the disbursement date**

✓ Credits to Count

W, FN, FW = **not counted** toward enrollment

Earned F or an “incomplete” grade = **counted as earned credits**

✓ Retroactive Payments

Allowed for completed terms, even if student is no longer enrolled

Student must still meet all program eligibility requirements

Must be paid from funds in the **same fiscal year**

Refund Triggers

- ✓ Entire award refunded if student never attends.
- ✓ If student never attended a class they withdrew from, recalc award using actual costs prorated for revised enrollment.
- ✓ If student attends then withdraws, refund proportional share after Title IV refund is applied.

Courses a student withdrew from or failed but never attended cannot be counted in enrollment level.

Refund Processing

- Schools must use OHE Refund Calculation Worksheet (Forms for Multiple Programs page).
- Refunds must be deposited into the school's CCG account and documented.
- If school already closed out the year, additional refunds must be returned directly to OHE (Refund Return Form).
- Refund share is based on CCG's proportion of total non-Title IV aid.
- All refunds and adjustments must also be updated in MNAid.

Award Notifications



Schools must provide written notices for each term.



Notices must include the award amount and the names of eligible children.



If the award is denied/terminated, the notice must state the reason and explain the student's right to appeal.



Keep award or denial notice on file for auditors

Denial/Termination: Reasons

- Failure to provide required information or documentation
- Failure to report status changes
- Misrepresentation of child care costs
- Extended absences without approved leave
- Failure to meet eligibility requirements
- Payments must be suspended pending outcome of any appeal

MFIP & CCAP Verification of Benefits Form

Minnesota Family Investment Program (MFIP) and Child Care Assistance Program (CCAP) Verification of Benefits

This form is used by county and tribal social service staff and other agency staff to verify Minnesota Family Investment Program (MFIP) and/or Child Care Assistance Program (CCAP) participation for students applying for the Postsecondary Child Care Grant.

Student Name: _____ Birthdate: _____

Case Number (if known): _____

Release of Information/Consent: I have applied for the Postsecondary Child Care Grant and give permission to _____ (county name) to release information to _____ (school name) about receipt of benefits.

Student Signature: _____ Date: _____

1. Is student receiving funds from the Minnesota Family Investment Program (MFIP)?

(Please check what type of assistance the student is currently receiving – check only one)

- ☐ MFIP (Cash) ☐ Diversionary Work Program (DWP)
☐ MFIP Child-Only Grant (FS/Medical) ☐ Not receiving MFIP or DWP

2. Is student currently receiving benefits through the Child Care Assistance Program (CCAP)?

(If yes, please attach a CCAP Notice of Decision or current Service Authorization)

- ☐ Yes ☐ No

If yes, which type of child care assistance is the student currently receiving?

- ☐ MFIP Child Care
☐ Basic Sliding Fee Child Care
☐ Transition Year/Transition Year Extension Child Care

3. If no person is identified to match this request, please check: ☐

Print Name _____ Title _____

Agency _____ Phone _____

Authorized Signature _____ Date _____

Please return completed form to:

School Name _____ Contact Person _____

Address _____

Email _____

Fax _____ Phone _____

MFIP & CCG Eligibility

 **Not eligible** if receiving **MFIP Cash**.

 Still may be eligible if receiving:

- **MFIP Child-Only Grant (FS/Medical)**
- **Diversionary Work Program (DWP)**
- **Not receiving MFIP/DWP**

 Schools must have student complete the **MFIP & CCA Verification of Benefits Form** (MNAid → Reports → Forms) if student selects 'yes' to MFIP or CCA on CCG application or if you suspect the student is receiving benefits.

Child Care Assistance (CCA)

- CCG may cover **remaining hours up to 40/week** not covered by CCA.
(e.g., CCA pays 30 hours → CCG may cover up to 10 hours)
-  If CCA covers 40+ hours → **not eligible for CCG.**

Appeals Process

- Schools must allow students to meet with a financial aid administrator and provide documentation.
- Students must follow the school's established appeal process.
- If unresolved, students may request the case be forwarded to OHE for review.
- OHE's decision, based on statutes and rules, is final.

State Audit Requirements

Record Retention

- Keep records for 3 years after the fiscal year end **or** until all audit exceptions are resolved.
- Maintain complete student files (paper or electronic).

Required Documentation

- Verification student meets all program eligibility requirements.
- Written award policy (prioritization, deadlines, disbursement, etc.).
- Date-stamped applications and related forms.

OHE Review

- OHE Staff will periodically perform audits.
- Schools must make records available to auditors upon request.

State Audit Documentation

Core Documentation Requirements

- Audit trail (application → account → disbursement).
- Refund calculations for withdrawals/reductions.
- Funds used in correct fiscal year.
- Student award calculation + supporting income docs.

State Audit Documentation

Compliance & Reports

- Provider/federal verification documentation
- Copy of end-of-year report + supplements
- Written award policy for prioritization
- Definition of Satisfactory Academic Progress (MS 136A.101 subd. 10)

Child Care Terms of Receipt

- Terms of Receipt data is now located in **MNAid** under *Program Totals*.
- Shows total number of terms already received + remaining eligible terms (10-semester/12-quarter limit).
- **Important:** The Child Care Grant calculator does **not** recognize prior terms received. Schools must review *Program Totals* before awarding.
- If student is close to their limit, be cautious awarding multiple terms at once (e.g., Fall + Spring).
- Status in MNAid must be updated to **Awarded** or **Paid** for Program Totals and Award Notices to display correctly.

Child Care Terms of Receipt

Payment Information

Program Totals

Total Undergraduate Units	147.2	- Maximum Undergraduate Units Reached
Remaining Eligible Units Undergraduate (120)	0	
Total Graduate Units	0	
Remaining Eligible Units Graduate (120)	120	

Payment Information

Program Totals

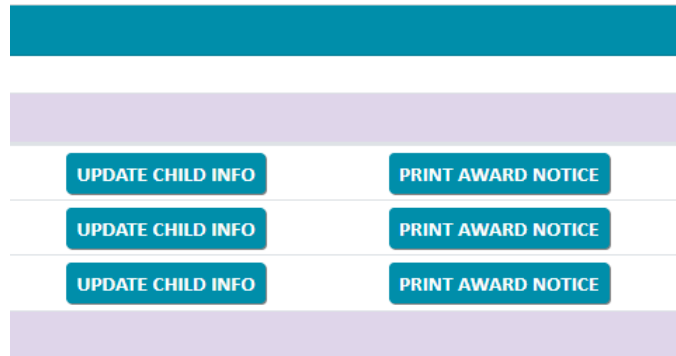
Total Undergraduate Units	120.8	- Maximum Undergraduate Units Reached
Remaining Eligible Units Undergraduate (120)	0	
Total Graduate Units	18	
Remaining Eligible Units Graduate (120)	102	

Award & Denial Button in MNAid

The Denial Button is dark blue and under “Application Information” in MNAid



The “Print Award Button” generates after you have awarded the children and updated the student’s status to “Awarded” – light blue button.



 **Reminder:** Leaving apps “Under Review” will **not** update totals → must use Award

Allocation Formula (2025-2026)

2025–2026 Postsecondary Child Care Grant program appropriation: \$6,944,000

- The school's initial **estimated allocation** (calculated in August) is based on:
 - The school's share of the total students with children enrolled in all participating schools, using the **previous year's database**.
 - Numbers reported on the school's **annual participation request form**.
- Schools with graduate/professional students, or those not participating in the MN State Grant Program, must **report the number of students with children** directly on their participation form.

Example: If a school has 1,000 students with children and the statewide total is 10,000, the school would receive about 10% of the total appropriation for the year.

Allocation Formula: Key Points

Allocations adjusted in September if prior year utilization < 100%

- Allocation capped at the **amount requested** by the school
- Disbursement schedule:
 - **August** → *~50% initial disbursement*
 - **September** → *Reduced based on utilization rates*
 - **October** → *up to 50% more*
 - **December** → *remaining funds*
**Schools must actively request the December disbursement in MNAid*
- Schools with **leading summer terms** may request earlier disbursement

Allocation Formula – Utilization Rate

Utilization Rate = Total Expenditures ÷ Total Funds Available

Expenditures = Student awards + Admin allowance

Funds Available = Allocation + Reallocations – Carry forward/back – Returns before March 1

If utilization < 100%, next year's allocation is reduced by that percentage

Utilization Rate – Example Calculation

School A (2024-2025)

Total Funds Available:

- Initial Allocation: \$100,000
- + Reallocation funds: \$20,000
- – Returned before March 1: \$10,000
- = **\$110,000**

Total Expenditures:

- Student awards: \$80,000
- + Admin Allowance (5%): \$4,000
- = **\$84,000**

Utilization Rate = $\$84,000 \div \$110,000 = 76\%$

→ Because utilization < 100%, next year's allocation is reduced by 24%.

Reallocation of Funds

Schools may request more funds if initial allocation does not cover need.

- OHE opens funding up for reallocation **5 times/year**:

Nov → Jan → Mar → May → Jun

- **November reallocation:** Accept/Reduce/Decline December disbursement (also adjusts initial allocation).
- OHE reallocates returned funds based on schools' **share of requests**.

Carry Forward/Carry Back

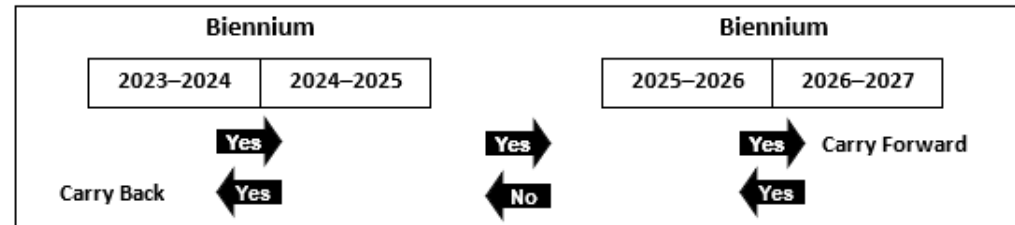
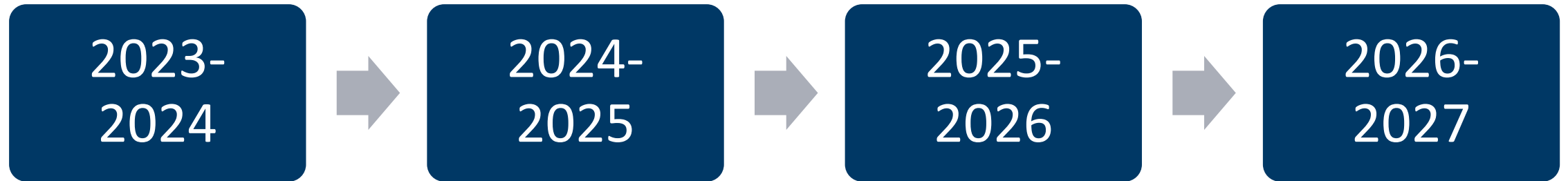
Carry Forward
Allowed to the next
fiscal year

Carry Back
Not allowed from first
year of new biennium
to prior biennium

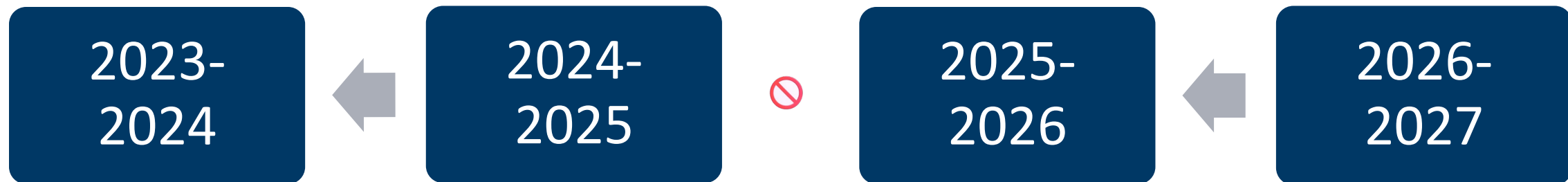
Biennium
2-year budget cycle

Carry Forward/Carry Back

Carry Forward



Carry Back



Administrative Expense Allowance



Schools may use up to 5% of total CCG funds expended each year for administrative costs



Allowance can come from initial allocation and reallocations



Schools should estimate the allowance early (based on prior year spending) to avoid over-awarding to students



Must be able to document that funds were used for program administration (for audit purposes)

Common Allowable Uses

Staff time and salaries for personnel who process Child Care Grant applications, provider verifications, disbursements, or reporting.

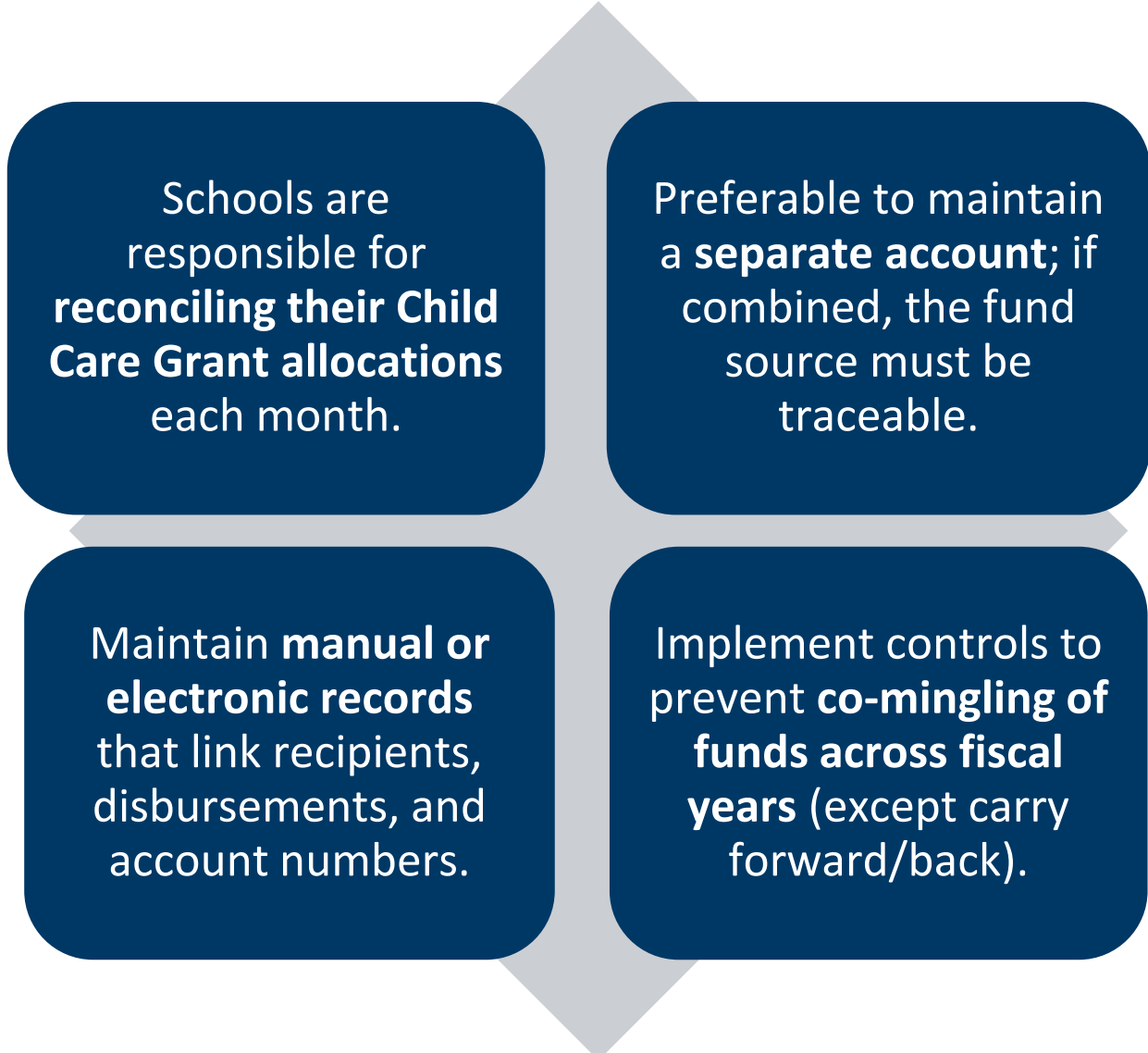
Office supplies directly related to processing (printing, postage, file storage).

Technology or system costs associated with administering the grant (e.g., maintaining financial aid software, updates, or licensing fees tied to CCG processing).

Training/professional development specific to Child Care Grant administration (e.g., attending OHE trainings).

Audit preparation costs related to Child Care Grant files.

Funds Management



Schools are responsible for **reconciling their Child Care Grant allocations** each month.

Preferable to maintain a **separate account**; if combined, the fund source must be traceable.

Maintain **manual or electronic records** that link recipients, disbursements, and account numbers.

Implement controls to prevent **co-mingling of funds across fiscal years** (except carry forward/back).

Reporting Requirements

Schools are responsible for **reconciling Child Care Grant funds** each month. Schools must ensure **MNAid is accurate and up-to-date**, with the correct statuses:

-  Paid
-  Awarded
-  Denied
-  Wait-Listed

Schools must also submit data requested by OHE for the **End-of-Year Report**

Reporting Requirements

End of Year Reporting

- Report due: First working day after August 9
- Excess funds returned to MOHE after August 15 2025
 - Returned funds go to MN General Fund – **not to students**
 - Best practice to return excess funds before March to prevent utilization rate from impacting future initial allocations and to allow funds to be used for students

Calculation & Eligibility Errors

Top 10 Audit Findings

Most common mistakes happen in calculations and eligibility determinations.

1.  Incorrect inputs in the calculator (weeks, SAI, credits, caps, costs).
2.  Not following Dec 2022 guidance – 40-hour cap for flat weekly rates.
3.  Infant care adjustment errors (using when not eligible, not ending when rate changes).
4.  Awarding more than the childcare maximum or COA.

Documentation & File Issues

Top 10 Audit Findings Continued

5. Missing/incorrect documentation

Calculation notes → Always keep calculation notes in the file

Apps → Save completed application in the student's file

Award letters, Denials, & emails → Save award/denial letters & related emails

6. Missing provider verification

Reporting & Reconciliation Issues

Top 10 Audit Findings Continued:

Strong reconciliation practices = fewer audit findings.

7. Incomplete or inaccurate reconciliation

- ✓ Reconcile monthly and document variances.

8. Incorrect data entered in EOY report

- ✓ Double-check entries with MNAid and internal records before submitting.

Disbursement Issues

Top 10 Audit Findings

9. Failure to disburse summer awards 🌻

- ✅ Always check summer enrollment when awarding CCG

10. Failure to disburse retroactive awards ⏪

- ✅ Use late/retroactive disbursement rules if eligibility is met (must be same fiscal year).

Remember: Missed disbursements = missed support for students. Always double-check for summer and retroactive eligibility.

MNAid System Search

Quick View

- Existing Grants/Scholarships

State Grant 2024 - 2025
State Grant 2023 - 2024
State Grant 2022 - 2023
State Grant 2021 - 2022
State Grant 2020 - 2021
State Grant 2019 - 2020
State Grant 2018 - 2019
State Grant 2017 - 2018
State Grant 2016 - 2017
State Grant 2015 - 2016
State Grant 2014 - 2015
State Grant 2013 - 2014
State Grant 2012 - 2013
NSP 2024 - 2025
NSP 2023 - 2024
CCG 2024 - 2025

**OFFICE OF
HIGHER EDUCATION
MINNESOTA AID**

MN AID

State Grant

Dream Act

Fostering Independence Grant

Indian Scholarship

Student Teacher Grants

North Star Promise

Postsecondary Child Care Grant

System Administration

Quick View

**OFFICE OF
HIGHER EDUCATION
MINNESOTA AID**

Home Search

Search

Reports

Update Student SSN

File Requests

Send Email

Student User Management

Help

State Grant

Dream Act

Fostering Independence Grant

Indian Scholarship

Student Teacher Grants

North Star Promise

Postsecondary Child Care Grant

System Administration

Quick View

Student Search Criteria

Unique MN AID ID

Last Name

First Name

Date of Birth

SSN First 5

SSN Last 4

Phone Number

Email Address

Additional Search Criteria

Academic Year 2024-2025

Aid Program

Institution

Sort Criteria

Sort By

State Grant

Dream Act

Fostering Independence Grant

Indian Scholarship

Student Teacher Grants

North Star Promise

Postsecondary Child Care Grant

SUBMIT CRITERIA

RESET CRITERIA

Contact for Questions



Email is preferred for any Child Care Grant questions.

- Nichole.Andersen@State.mn.us



Follow-up options:

- If more detail is needed, we can schedule a **Teams** or **Zoom** meeting to review the situation together.



My goal is to support you and ensure consistency across schools. Don't hesitate to reach out.



Thank you!

Nichole Andersen

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