

# Postsecondary Child Care Grant (CCG)

## Conflicting Information Form – Quick Guide for Financial Aid Administrators

### Where it is located

Available in **MNAid** → **Reports** → **Forms** section.

### When to Use the Form

- Not required for all applicants—use only when conflicting information exists between a student's FAFSA data and their reported child care costs.
- OHE provides this form specifically for cases where reported child care costs cannot be supported by reported income on the FAFSA.
- Institutions have flexibility in defining “sufficient income” for their student population. This must be documented within your policies and procedures.
  - **Examples some schools use the form for:**
    - When child care costs exceed a set percentage of income (e.g. CCG costs above 50% of reported income).
    - When student income falls below a set income level (e.g. students' income below \$20,000).
- The key purpose is to verify that the student—not another party—is responsible for covering child care costs.
  - If costs are covered by someone other than the student or spouse, the student is not eligible for CCG.

### When the Form is Considered Complete

#### Student has:

- Filled in all monthly expense categories (rent, utilities, transportation, groceries, child care, etc.).
- Provided an itemized explanation of how expenses are paid (income, assets, child support, odd jobs, parental support, etc.).
- Signed and dated the form.

#### Administrator has:

- Reviewed for internal consistency (totals match itemized expenses).
- Verified that zero (\$0) entries are indicated where applicable.
- Filed the signed copy in the student's aid record (paper or electronic, accessible for audit).

### Key Reminders

- **Resolve conflicts before awarding:** Do not award until conflicts are resolved and the form is on file if there is conflicting information.
- Electronic records are acceptable if accessible to auditors.
- **Escalate suspected misrepresentation:** If misrepresentation is suspected, escalate to OHE for guidance.