

Postsecondary Child Care Grant (CCG) – Campus Processing Checklist

PRE-AWARD

- ☐ Section A complete; all fields complete; signed; certifications checked
- ☐ MN residency verified per OHE criteria
- ☐ Enrollment level verified (≥ 1 credit)
- ☐ Children's DOBs verified; meet age rules (≤ 12 , or ≤ 14 with disability)
- ☐ Program is aid-eligible and nonsectarian
- ☐ SAP/good standing confirmed; no unresolved federal verification/conflicts
- ☐ Not receiving full-time CCAP (≥ 40 hrs/week); not receiving MFIP cash in same term
- ☐ Remaining CCG terms/units available (≤ 10 semesters or equivalent/120 units)
- ☐ Section B complete; all fields complete; all applicable certifications checked; provider signed
- ☐ Provider verification completed *before* awarding by providers email or providers mailing address (confirmed info on application including hours/rates) per OHE's guidelines in the CCG manual
- ☐ Provider not residing in same household as student/child
- ☐ MFIP & CCAP Verification of Benefits form completed by county when required per OHE or institutional policy
- ☐ All required docs collected per institutional policy (birth certificate(s), proof-of-payment, address verification, conflicting information form, etc.)

AWARDING & RECALCULATION

- ☐ If student indicated planned enrollment for future terms: Calculate future term awards to ensure full-year funds available. *

☐ Update students' status for each applicable term to Paid, Awarded, Denied/Ineligible, Waitlisted, or Not Enrolled

☐ If funds not available due to depleted allocation; use waitlist when needed

*The key compliance point is that schools must ensure they have sufficient funding for the entire academic year for the student, and if you award annually, you must recalculate each term for changes in enrollment or costs. If you award by term, you must still ensure funds are available for the full academic year for that student.

NOTIFICATIONS

☐ Issue OHE's Award Notice; OR*

☐ Issue OHE's Denial/Termination Notice*

*You *may* use your institutions Award or Denial Notice IF it includes at minimum all the same info OHE's Notices contain.

POST-AWARD (reconciliation recommended monthly)

☐ Update MNAid application status (Under Review → Awarded → Paid after disbursement)

☐ Reconcile campus records to MNAid report → roster → CCG Term Application Status Roster (Total Awards match institution records)

☐ Monitor Committed & Disbursed report (Information matches institutional records)

YEAR-END CLOSEOUT

☐ Resolve to final statuses in MNAid (Paid, Denied/Ineligible, or Not Enrolled)

☐ Return excess funds promptly; verify refunds received by OHE

☐ File information is readily available for audit (eligibility, verifications, provider confirmation, calculations, notices, adjustments)