OFFICE OF HIGHER EDUCATION

Case Study: Handling Mid-Year Changes to a Child Care Grant Application

The names presented in this case study have been created for illustrative purposes and do not correspond to actual persons.

Scenario CCAP Changes Overview

- **Student:** Alex Johnson
- **Term:** Fall Semester (15 weeks)
- **Enrollment:** 15 credits, Undergraduate
- **Child Care Provider:** Licensed Child Care Center
- **Children:** 1 child enrolled
- **Initial Situation (Weeks 1–10):**
  - Daycare cost: $140/week
  - Hours: 36 hours/week
  - CCAP covers: $105/week (27 hours)
- **Change (Weeks 11–15):**
  - Daycare cost: $155/week (flat rate for full-time)
  - Hours: 45 hours/week
  - CCAP covers: $100/week (29 hours)

Important Note: Parents using CCAP renew every 12 months, so mid-semester changes are common. Students must notify the financial aid office of any changes (rates, hours, MFIP, CCAP, etc.).

Step 1: Verify Changes
- Confirm provider and county information through verification process.

Step 2: Calculate First Payment Period (Weeks 1–10)

Using the **Postsecondary Child Care Grant Calculator in MNAid**:
- **Child:** Emma
- **Term:** Fall Semester
- **Payment Period:** Semester or 2-clock-hour payment periods
- **Number of Weeks:** 10
- **SAI:** 0
- **Credits:** 15

- **Program Level:** Undergraduate
- **Actual Child Care Cost Per Week:**
  - Daycare cost: $140/week
  - CCAP covers $105/week
  - Student pays: $140 - $105 = **$35/week**
- **Reported Total Hours:**
  - Flat rate for 36 hours/week → enter **9 hours**
- **Hourly Cap:** $10
- **Infant Care Adjustment:** None
- **Award for First 10 Weeks:** $350

(See screenshot below for visual)

Step 3: Calculate Second Payment Period (Weeks 11–15)

Repeat the process with updated data:
- **Number of Weeks:** 5

- **Actual Child Care Cost Per Week:**
  - Daycare cost: $155/week
  - CCAP covers $100/week
  - Student pays: $155 - $100 = **$55/week**
- **Reported Total Hours:**
  - Flat rate for 45 hours/week → 40 – 29 = enter **11 hours** (reminder: hours are capped at 40)*
- **Hourly Cap:** $10
- **Infant Care Adjustment:** None
- **Award for Last 5 Weeks:** $275

Step 4: Combine Awards keeping in mind SAI – Credit Level Enrollment Status Conversion Chart maximums

The maximum amount this student can receive per semester per child is $3,250 based on this students enrollment level and SAI.
- **First Calculator Award:** $350
- **Second Calculator Award:** $275
- **Combined Award:** $625
  - $625 < $3,250 maximum term award.

Step 5: Document and Adjust Award
- Manually Adjust Award to $625 by clicking 'UPDATE CHILD INFO' button and enter $625 for the Fall Award.
- Keep all notes regarding calculation on students file in the case of an audit.
- Communicate changes to the student promptly by sending an updated Award Notice.

*Hours are capped at 40 for flat rate charges which is why we would use 40 instead of 45 when calculating an award.

Scenario Provider Change Overview

- **Student:** Taylor Brooks
- **Term:** Fall Semester (15 weeks)
- **Enrollment:** 15 credits, Undergraduate
- **Child Care Provider:** Licensed Child Care Center
- **Children:** 1 child enrolled
- **Initial Situation (Weeks 1–3):**
  - Daycare cost: $400/week flat rate
  - Hours: 45 hours/week
- **Student checked no to MFIP and CCAP benefits**
- **Change in provider for weeks 4-12**
  - New Child Care Provider is the child's Grandma
  - They live at separate addresses.
  - Hours: 45 hours/week
  - $10/hour (hourly rate - not a flat weekly rate)

Important Note: Students must report changes within 10 business days per student certification and state statute.

Step 1: Verify Changes
- Confirm provider and county information through institutional verification process as outlined in your policies and procedures.

Step 2: Calculate First Payment Period (Weeks 1–3)

Using the **Postsecondary Child Care Grant Calculator in MNAid**:
- **Child:** Miriam
- **Term:** Fall Semester
- **Payment Period:** Semester or 2-clock-hour payment periods
- **Number of Weeks:** 3
- **SAI:** 0
- **Credits:** 15
- **Program Level:** Undergraduate
- **Actual Child Care Cost Per Week:**
  - Daycare cost: $400/week
- **Reported Total Hours:**
  - Flat rate for 45 hours/week → enter 40 **hours** in calculator
- **Hourly Cap:** $10
- **Infant Care Adjustment:** None
- **Original Award for 15 weeks:** $3,250
- **Updated Award for First 3 Weeks:** $1,250

(See screenshot below for visual)

Postsecondary Child Care Grant Calculator

☑ School Certification: If the student checked yes to receiving MFIP or CCA on their application or if their provider indicated CCA is being received, I certify that county verification has been completed.

Child	[▾]
Term	Fall ▾
Term/Payment Periods	Semester or 2-Clock-Hour Payment Periods ▾
Number of Weeks in Term for which Student is Purchasing Child Care Services	3
SAI	0
Number of Credits for which Student is Enrolled for Term	15
Program Level	Undergraduate ▾
Actual Child Care Cost Per Week	400
Reported Total Hours of Child Care per Week	40
Hourly Cap	Center Care - $10 ▾
	☐ Infant Care Adjustment

Step 3: Calculate Second Payment Period (Weeks 4–15)

Repeat the process with updated data:
- **Number of Weeks:** 12
- **Actual Child Care Cost Per Week:**
  - Child care cost: $10/hour (hourly cost – not a flat rate)
  - Weekly cost: 45*10 = $450/week
- **Reported Total Hours:** 45 hours/week
- **Hourly Cap:** $5
- **Infant Care Adjustment:** None
- **Award Calculator total for Last 12 Weeks:** $2,700

(See screenshot below for visual)

Postsecondary Child Care Grant Calculator

☑ School Certification: If the student checked yes to receiving MFIP or CCA on their application or if their provider indicated CCA is being received, I certify that county verification has been completed.

Field	Value
Child	
Term	Fall
Term/Payment Periods	Semester or 2-Clock-Hour Payment Periods
Number of Weeks in Term for which Student is Purchasing Child Care Services	12
SAI	0
Number of Credits for which Student is Enrolled for Term	15
Program Level	Undergraduate
Actual Child Care Cost Per Week	450
Reported Total Hours of Child Care per Week	45
Hourly Cap	Home Care - $5

☐ Infant Care Adjustment

Step 4: Combine Awards keeping in mind SAI – Credit Level Enrollment Status Conversion Chart maximums

The maximum amount this student can receive per semester per child is $3,250 based on this students enrollment level and SAI.

- **First Calculator Award:** $1,250
- **Second Calculator Award:** $2,700
- **Combined Award:** $3,950
  - ○ $3,950 > $3,250 maximum term award.

Step 5: Document and Adjust Award

- Manually Adjust Award to $3,250 by clicking 'UPDATE CHILD INFO' button and enter $3,250 for the Fall Award.
- Keep all notes regarding calculation on students file in the case of an audit.

- Communicate changes to the student promptly by sending an updated Award Notice that there were not changes to award based on changing providers.

*Please keep in mind that sometimes changing from Center Care to Home Care can change the Award Amount and going from a flat rate for full time care to hourly rate.