

Quick Guide: Adding a Child After a Student Submits Postsecondary Child Care Grant (CCG) Application Through Student Portal

Overview

Students can only **initiate** a CCG application **once** through the Student Portal. After submission, **only the financial aid administrator (FAA)** can make changes. This ensures data integrity within MNAid.

If a student needs to add a child **after** submitting their application, follow the process below.

Step 1: Student Completes the Paper Application Update

The student can reprint the paper application through their student portal:

1. Log into Student Portal
2. Click **Online Applications** at the top
3. Scroll down to **Postsecondary Child Care Grant** and click on the application for the applicable award year.
4. Click the **Print CCG Application** button for the correct award year.

When adding an additional child, the student must:

1. **Update Section A**
 - a. Revise the **number of children** to reflect the new total.
2. **Have the Provider Complete Section B**
 - a. The child care provider must fully complete **section B** for the new child.

The completed paper form must be submitted to the financial aid office for processing.

Step 2: Financial Aid Administrator Adds the Child in MNAid

1. Look up the student in **MNAid**.
2. Select **CCG 2025-2026** (or the applicable award year)
3. Scroll down to **Award Information** section.

4. Click **ADD CHILD** (blue button).
5. Enter:
 - a. Child's **first and last name**
 - b. **Date of birth**

This will attach the new child to the student's CCG record.

Step 3: Confirm Child Eligibility

Students may need to add a child for many reasons—birth, adoption, marriage/stepchildren, legal guardianship, etc.

Regardless of the circumstance, the FAA must verify that the child meets CCG eligibility rules by following the institutions established policies and procedures for resolving conflicting information.

Eligible Children

The student must be the child's:

- **Parent**
- **Legal stepparent**
- **Legal guardian**

Acceptable Proof

The FAA may request documentation, such as:

- **Birth Certificate or adoption paperwork**
- **Legal guardianship** documents issued by a court
- **Marriage certificate** plus the child's **birth certificate** (for stepchildren)

Children Who Are Not Eligible

Examples include (not an exhaustive list):

- Nieces or nephews
- Grandchildren
- Foster children
- Boyfriend/girlfriend's children
- Friends' children
- Cousins
- Siblings

Only children who meet the legal relationship requirements may be included.