

Postsecondary Child Care Grant (CCG): Quick Guide to Determining Number of Weeks

Program Requirement Summary

When calculating the number of weeks for CCG award:

- Providers must report **actual hourly and weekly child care costs** per eligible child.
- Schools may include child care costs for breaks within a term.
- Schools may include breaks between two terms, but if doing so, the break must be split evenly between the two terms.
- Schools must verify actual costs with the provider before awarding.
- A term is considered non-standard if:
 - fewer than 10 weeks (quarter), or
 - fewer than 15 weeks (semester).*Award calculation method remains the same in non-standard terms.*
- Maximum award charts **do not adjust** for shorter actual terms.
- Schools must apply **consistent rounding rules** (rounding up, rounding down, or using half-weeks) across all applications.

Quick Guide: How to Count Weeks

Financial aid administrators should:

1. Use the **institution's academic calendar** and/or a **date-duration calculator**.
2. Count from the **first day of the student's course enrollment in that term** to the **last day of that term or the last day the student is enrolled**, whichever applies.
3. Include:
 - Instructional days
 - Finals weeks
 - Breaks **within** a term
4. Exclude breaks **between** two terms **if** this is the school's policy.
5. Round consistently (example: round partial weeks to the nearest half-week)

Case Study 1: Determining Weeks for Fall, Spring, and Summer

Scenario Summary

- Institution uses Summer as a **trailer**.
- Institution policy: **Does not cover winter break between Fall and Spring.**
- Child care began: **September 8, 2025** (verified with provider).
- Student was enrolled:
 - Entire Fall Semester
 - Entire Spring Semester
 - A Summer course from June 1 – July 2, 2026

Term Dates (Semester School)

Fall 2025:

Aug 25, 2025 – Dec 19, 2025

Child care begins Sept 8.

Spring 2026:

Jan 12, 2026 – May 15, 2026

(No winter break is included per policy.)

Summer 2026:

June 1, 2026 – Aug 7, 2026

Student's course ends July 2, 2026.

Week Counts (Using date-duration method)

Fall Semester

Sept 8, 2025 – Dec 19, 2025

Duration calculator = **14 weeks + 4 days**.

Recommended calculator entry: 15 weeks

(Round up; consistent with guidance.)

Spring Semester

Jan 12, 2026 – May 15, 2026

Duration calculator = **17 weeks + 4 days**.

Recommended calculator entry: 18 weeks

Summer Semester

June 1, 2026 – July 2, 2026

Duration calculator = **4 weeks + 3 days**.

Recommended calculator entry: 4.5 weeks

Final Recommended Inputs for CCG Calculator

- Fall: 15 weeks
- Spring: 18 weeks
- Summer: 4.5 weeks

These values follow a consistent rounding method, use verified start dates from the provider, and align with policy that excludes winter break.

Case Study 2: Modular Courses within a Single Semester

Scenario Summary

A financial aid administrator needs to calculate the number of CCG weeks when a student is enrolled in two sequential 7-week modules within Spring Semester:

- **Module 1:** 9 credits over the first 7 weeks of the term.
- **Module 2:** 6 credits over the last 7 weeks of the term.
- Both modules occur within the standard Spring Semester dates.
- The student is continuously enrolled for the entire term

Question: How should the school enter the credits and the enrollment period in the CCG calculator?

Key Policy Reference

Per the Postsecondary Child Care Grant Manual: “Schools may include child care costs for breaks within a term or between two terms in which the student is enrolled.”

This means:

- If a student is **continuously enrolled at any point in every week of the term**, even if course formats differ (modules, mini-sessions, half-term classes), the school may use the **full semester length** in the Postsecondary Child Care Grant calculator.
- Multiple modules don't require separate calculations as long as all credits occur within the same term.

Application to the Case

1. Credits to Enter

The student is enrolled in:

- 9 credits (first half)
- 6 credits (last half)

Total Spring Credits: 15

Enter “15 credits” for Spring in the CCG calculator.

2. Enrollment Period (Weeks)

Even though courses are split into two 7-week modules, the student is:

- Enrolled continuously throughout Spring, and
- Not on a break outside the normal term structure.

Therefore, the school may use the full Spring semester dates when recording the number of weeks.

Using the standard semester dates from your earlier example:

January 12, 2026 – May 15, 2026

Duration = **17 weeks + 4 days**, which rounds to:

Recommended calculator entry: 18 weeks

(Consistent with the rounding guidance used in Case Study 1.)

Final Recommendation Inputs for This Scenario

- **Credits:** 15
- **Enrollment Weeks:** 18
- **One CCG calculation** for the Spring Semester (not two)