

Postsecondary Child Care Grant Website Best Practices and Sample Template

Institutions are encouraged to direct students to the [student-facing Postsecondary Child Care Grant page](#)¹ on the Minnesota Office of Higher Education (OHE) website for official program information and [Frequently Asked Questions](#). Institutional webpages should focus on internal policies, procedures, and campus-specific processes.

This approach helps ensure information remains accurate as OHE guidance evolves and provides students with clear, transparent expectations for completing the application process and maintaining eligibility.

Please note: your school's internal policies and procedures may differ from those used in the sample below.

Sample Institutional Webpage Content

Postsecondary Child Care Grant

Our institution participates in Minnesota's Postsecondary Child Care Grant (CCG) program, which assists eligible students with eligible out of pocket child care expenses while they pursue their academic goals. Grant funding is limited and depends on eligibility requirements established by the Minnesota Office of Higher Education and our institutional policies.

[Postsecondary Child Care Grant website](#)

[Frequently Asked Questions](#)

Internal Institutional Policies and Procedures [add hyperlink]

How to Apply

Students may apply using the statewide Postsecondary Child Care Grant application available through the [MNAID Student Portal](#).

Students whose reported child care costs exceed 50% of the income listed on their FAFSA will be required to complete the [Income Verification for Child Care Grant Eligibility](#) form. Students with children 6 years old or older

¹ <https://ohe.mn.gov/grant-scholarship/postsecondary-child-care-grant>

that have reported child care 25 hours or more a week will be required to complete the [School Aged Child Care Hours Verification](#) form.

Child Care Payment Documentation

Students using individual providers (such as nannies or babysitters) must submit proof of payment. Acceptable documentation includes:

- Cleared checks
- Receipts from electronic payment services such as Venmo, PayPal, Zelle, Google Pay, Apple Cash, or similar platforms.
- Any other type of traceable payment record deemed acceptable by the [Institution Name] financial aid office. Please call or email us to verify acceptable proof of payment not listed here.

Our office may request proof of payment at any point during the term.

The payment must make sense with the information provided on the application.

Provider Verification

[Institution Name] conducts provider verification each term directly with the child care provider. All information submitted on the Postsecondary Child Care Grant application is subject to review for accuracy.

Reporting Changes

Students must report any changes as soon as they occur, even if your application is still being processed. Once you submit your application or supporting documents to our office, any updates to your information must be reported within 10 business days.

Examples include changes to:

- Child Care Provider
- Cost of child care
- Hours of child care
- You being receiving Minnesota Family Investment Program (MFIP) benefits
- You begin receiving other child care assistance
- The other parent is approved for other child care assistance or Postsecondary Child Care Grant for the same children listed on your application.
- A parent or legal guardian becomes available to provide child care
- Any change in your enrollment or personal circumstances that may affect your eligibility as outlined in the student certification section of your application.

Failure to report changes may result in cancellation or repayment of some or all awarded child care grant funds. Failure to make timely payments to your child care provider may also impact eligibility and could result in repayment.

We recommend reporting **potential** changes, so we can go over the potential impact on the current child care grant award.

Appeals

Students may appeal Child Care Grant denials through the Director of Financial Aid.

If the outcome is not satisfactory, you may request our office to submit a written appeal to the Minnesota Office of Higher Education (OHE). OHE will review the appeal to determine whether our actions comply with program statutes and rules.

You must first follow our appeal process before contacting OHE.

Questions

Email: [School email address]

Phone: [School phone number]