

1 Higher Education Coordinating Board

2

3 Adopted Permanent Rules Relating to Child Care Grant Program

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5 Rules as Adopted

6 4830.7100 DEFINITIONS.

7 [For text of subps 1 and 2, see M.R.]

8 Subp. 2a. Eligible child. "Eligible child" means a child  
9 who is 12 years of age or younger, or 14 years of age or younger  
10 who is disabled as defined in Minnesota Statutes, section  
11 120.03, and who is receiving or will receive care on a regular  
12 basis from a provider of child care services as those terms are  
13 defined in Minnesota Statutes, section 256H.01, subdivisions 2  
14 and 12.

15 Subp. 3. [See repealer.]

16 Subp. 4. [See repealer.]

17 Subp. 5. Eligible student. "Eligible student" means a  
18 student who:

19 A. has a child 12 years of age or younger, or 14  
20 years of age or younger who is handicapped as defined in  
21 Minnesota Statutes, section 120.03, and who is receiving or will  
22 receive care on a regular basis from a provider of child care  
23 services as those terms are defined in Minnesota Statutes,  
24 section 256H.01, subdivisions 2 and 12, after the grant is  
25 received;

26 B. is a resident of Minnesota as defined in part  
27 4830.0400, subpart 2;

28 C. is not receiving tuition reciprocity;

29 D. is not a recipient of aid to families with  
30 dependent children (AFDC);

31 E. has not earned a baccalaureate degree or has not  
32 been enrolled full time in any postsecondary institution more  
33 than eight semesters, 12 quarters, or the equivalent;

34 F. is pursuing a nonsectarian program or course of  
35 study that applies to an undergraduate degree, diploma, or

1 certificate;

2 G. is enrolled at least half time in an eligible  
3 institution for the term for which an award is received;

4 H. is in good academic standing and making  
5 satisfactory academic progress, as defined by the institution  
6 according to federal requirements;

7 I. reports any changes to data reported on the child  
8 care application within ten days of the change; and

9 J. is not in default, as defined under the applicable  
10 loan program, of any educational loan, or, if the student is in  
11 default, has made satisfactory arrangements to repay the loan  
12 with the holder of the note.

13 Subp. 5a. **Family income and family size.** "Family  
14 income and family size" means the income and family size used to  
15 determine an award from the state grant program under parts  
16 4830.0200 to 4830.0700.

17 [For text of subp 6, see M.R.]

18 Subp. 7. **Institution's share.** "Institution's share" means  
19 the number of students in an eligible institution who have  
20 applied for the state grant program under parts 4830.0200 to  
21 4830.0700 for the most recent academic year available and who  
22 have reported dependent children.

23 4830.7200 **ELIGIBLE INSTITUTIONS.**

24 Institutions eligible for child care grants are Minnesota  
25 public postsecondary institutions and Minnesota private  
26 baccalaureate degree granting colleges or universities or  
27 Minnesota nonprofit two-year vocational technical schools  
28 granting associate degrees that have signed a child care program  
29 agreement with the board.

30 4830.7300 **STUDENT PRIORITY.**

31 A student who has received an award from the program in the  
32 immediately preceding academic year and who has had continuing  
33 enrollment at that institution since the time that the non-AFDC  
34 child care award was given must be given a child care award for  
35 the next academic year if the student remains eligible and funds

1 are available. A student shall apply for a continuation of  
2 funds by the deadline date established by the school or lose  
3 priority ranking for the funds over students who did not apply  
4 for a continuation of funds by the established deadline and  
5 eligible students applying for a child care grant for the first  
6 time.

7 4830.7400 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

8 [For text of subpart 1, see M.R.]

9 Subp. 2. Yearly allocation to institutions. Funds shall  
10 be allocated to each eligible institution according to the  
11 following formula:

12 A. the institution's share divided by the sum of  
13 participating institutions' shares;

14 B. multiplied by the current fiscal year's  
15 appropriation for child care grants;

16 C. multiplied by the percent of funds for child care  
17 grants actually used by the institution during the prior  
18 academic year.

19 [For text of subp 3, see M.R.]

20 Subp. 4. Administrative expense. By July 1 of each year,  
21 the board shall set the percentage of awarded child care grant  
22 funds that may be used for administration of the child care  
23 program by the board and the institution. The percent of funds  
24 taken for the administration of the non-AFDC child care program  
25 shall be based on the amount of funds disbursed to students for  
26 that fiscal year.

27 [For text of subps 5 to 7, see M.R.]

28 Subp. 8. [See repealer.]

29 4830.7500 AMOUNT AND TERM OF GRANTS.

30 Subpart 1. [See repealer.]

31 Subp. 2. Amount. The amount of a grant must be based on:

32 A. the cost of child care for all children 12 years  
33 old or younger, or 14 years old or younger if the child is  
34 handicapped as defined in Minnesota Statutes, section 120.03;

35 B. the provider's charge up to a maximum rate

1 established each year by the board;

2 C. the student's enrollment status;

3 D. the age of the children; and

4 E. the award chart prepared by the board.

5 The institution shall estimate the amount of child care  
 6 needed for the academic year and summer terms, and may add an  
 7 amount up to that estimated cost to the institution's normal  
 8 student budget used to calculate the student's financial need.  
 9 The non-AFDC child care grant and other forms of financial aid  
 10 may be used to pay for the child care if the expense is not  
 11 covered by other funds.

12 Subp. 2a. Academic year award. The amount of the grant  
 13 per eligible child for the academic year must be the amount  
 14 shown on the following chart:

15 CHILD CARE GRANTS PER ELIGIBLE CHILD

16 Total Income 17 less than	18 Family 19 Size 20 2	21 Family 22 Size 23 3	24 Family 25 Size 26 4	27 Family 28 Size 29 5
20 \$10,000	\$1,500	\$1,500	\$1,500	\$1,500
21 \$13,000	\$1,500	\$1,500	\$1,500	\$1,500
22 \$16,000	\$1,200	\$1,500	\$1,500	\$1,500
23 \$19,000	\$900	\$1,200	\$1,500	\$1,500
24 \$22,000	\$600	\$900	\$1,200	\$1,500
25 \$25,000	\$300	\$600	\$900	\$1,500
26 \$28,000	\$0	\$300	\$600	\$1,500
27 \$31,000	\$0	\$0	\$300	\$1,200
28 \$34,000	\$0	\$0	\$0	\$900
29 \$37,000	\$0	\$0	\$0	\$600
30 \$40,000	\$0	\$0	\$0	\$300
31 \$43,000	\$0	\$0	\$0	\$0
32 \$46,000	\$0	\$0	\$0	\$0
33 \$49,000+	\$0	\$0	\$0	\$0

35 Total Income 36 less than	37 Family 38 Size 39 6	40 Family 41 Size 42 7	43 Family 44 Size 45 8	46 Family 47 Size 48 9	49 Family 50 Size 51 9+
39 \$10,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
40 \$13,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
41 \$16,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
42 \$19,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
43 \$22,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
44 \$25,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
45 \$28,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
46 \$31,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
47 \$34,000	\$1,200	\$1,200	\$1,500	\$1,500	\$1,500
48 \$37,000	\$1,200	\$1,200	\$1,200	\$1,500	\$1,500
49 \$40,000	\$900	\$900	\$1,200	\$1,200	\$1,200
50 \$43,000	\$600	\$600	\$900	\$900	\$1,200
51 \$46,000	\$300	\$300	\$600	\$600	\$900
52 \$49,000+	\$0	\$0	\$300	\$300	\$600

54 Subp. 2b. Award disbursements. The academic year award

1 amount in subpart 2a must be disbursed by academic term using  
2 the following formula:

3           A. the academic year amount shown on the chart in  
4 subpart 2a;

5           B. divided by the number of terms in the academic  
6 year;

7           C. divided by 15; and

8           D. multiplied by the number of credits for which the  
9 student is enrolled that academic term, up to 15 credits.

10           Payments shall be made each academic term to the student or  
11 to the child care provider, as determined by the institution.  
12 Institutions may make payments more than once within the  
13 academic term.

14           Subp. 2c. **Summer terms award.** Students attending summer  
15 school may receive an additional grant award per eligible child  
16 up to one-third of the academic year award shown on the chart in  
17 subpart 2a for quarter-based schools and up to one-half the  
18 academic year award shown on the chart for semester-based  
19 schools.

20           Subp. 3. [See repealer.]

21           Subp. 3a. **Annual award amount.** The annual maximum grant  
22 per eligible child must not exceed the calculated amount in  
23 subpart 2a plus the amount in subpart 2c, or the student's  
24 estimated annual child care cost for not more than 40 hours per  
25 week per eligible child, whichever is less.

26 4830.7710 PROCEDURES FOR DENIAL OR TERMINATION OF A CHILD CARE  
27 AWARD.

28           Subpart 1. **Applicability.** Students meeting the  
29 eligibility requirements in part 4830.7100, subpart 5, but  
30 denied a child care grant award due to an institution's lack of  
31 program funds, shall be placed at the student's request on the  
32 institution's waiting list pending the availability of program  
33 funds. Subpart 2 and part 4830.7720 are not applicable to  
34 students who are denied child care grant awards due to lack of  
35 program funds.

1           Subp. 2. **Termination.** When terminating a student's  
2 non-AFDC child care award, a school must follow its normal  
3 procedures used to terminate other financial aid programs. If  
4 the child care grant award is made by vendor payment, the school  
5 shall inform the child care provider of the notice of  
6 termination.

7 4830.7720 APPEAL PROCESS.

8           Subpart 1. **Appeal request.** An applicant or recipient of a  
9 child care subsidy adversely affected by a school's action may  
10 file a written request for an appeal with the school.

11           Subp. 2. [See repealer.]

12           Subp. 3. **Appeal process.** Students must follow the normal  
13 appeal process established by the school to handle complaints  
14 about financial aid program decisions. If the student is not  
15 satisfied with the result of the appeal, the student may ask the  
16 school to forward the results to the executive director of the  
17 Minnesota Higher Education Coordinating Board for review. The  
18 executive director shall review the decision and accompanying  
19 documentation, and shall make a decision according to Minnesota  
20 Statutes, section 136A.125, and parts 4830.7000 to 4830.7900.  
21 The student and school shall be advised in writing of the  
22 executive director's decision. The executive director's  
23 decision is final.

24 4830.7800 REFUNDS.

25           If a recipient fails to enroll or reduces enrollment, the  
26 school must refund the unused portion of the award. If the  
27 executive director determines that a school has fraudulently  
28 handled grant money, the refund of the unused portion of the  
29 award is immediately due, and the board may institute a civil  
30 action for recovery if necessary. Refunds to the board are  
31 determined as follows:

32           A. calculate the percentage that the child care grant  
33 award represents of the student's total financial aid package  
34 for the applicable term; excluding funds received from federal  
35 Title IV programs, United States Code, title 20, chapter 28,

1 sections 1070 to 1099c-1;

2 B. calculate the total tuition refund amount using  
3 the institution's refund policy or the federal pro rata refund  
4 calculation;

5 C. subtract the federal aid programs' refund amount  
6 from item B to determine the remaining tuition refund amount;  
7 and

8 D. multiply the percentage in item A by the amount  
9 calculated in item C to determine the amount to be refunded to  
10 the non-AFDC child care program.

11 Refunded money to the non-AFDC child care program is  
12 available for awards to eligible students.

13 4830.7900 REPORTS OF DATA.

14 Institutions must:

15 A. collect demographic, educational, and financial  
16 data specified by the board from eligible students requesting  
17 child care grants;

18 B. provide the board with individual student data  
19 upon request;

20 C. upon the request of the board, report information  
21 about students who receive awards, students who are on the  
22 waiting list, and students who were denied awards, including the  
23 institution's methods of prioritizing applicants if insufficient  
24 funds are available; and

25 D. submit fiscal year program activity reports and  
26 student data reports to the board.

27 Fiscal year program activity reports and student data  
28 reports are required by the board. Institutions shall correctly  
29 complete and submit all required reports and any applicable  
30 refunds to the board by the first working day after August 9.  
31 The board shall withhold an institution's subsequent year's  
32 allocation if the deadline date is not met.

33 REPEALER. Minnesota Rules, parts 4830.7100, subparts 3 and 4;  
34 4830.7400, subpart 8; 4830.7500, subparts 1 and 3; 4830.7600;  
35 4830.7700; and 4830.7720, subpart 2, are repealed.