

1 Higher Education Services Office

2

3 Adopted Permanent Rules Relating to Child Care Grants

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5 Rules as Adopted

6 4830.7200 ELIGIBLE INSTITUTIONS.

7 Institutions eligible for child care grants are Minnesota  
8 public postsecondary institutions and Minnesota private  
9 baccalaureate degree granting colleges or universities or  
10 Minnesota nonprofit two-year vocational technical schools  
11 granting associate degrees that have signed a child care program  
12 agreement with the office.

13 4830.7400 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

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

15 Subp. 3. Reallocation. The office shall reallocate  
16 available funds at least twice during the academic year to  
17 institutions requesting additional child care funds according to  
18 the following formula:

19 A. the institution's share divided by the sum of the  
20 shares of institutions requesting additional funds; and

21 B. multiplied by the amount of child care funds  
22 available for reallocation.

23 Subp. 4. Administrative expense. By July 1 of each year,  
24 the office shall set the percentage of awarded child care grant  
25 funds that may be used for administration of the child care  
26 program by the office and the institution. The percent of funds  
27 taken for the administration of the non-AFDC child care program  
28 shall be based on the net amount spent on child care grant  
29 awards for that fiscal year.

30 Subp. 5. Notification. The office shall notify each  
31 participating institution in writing of allocation and  
32 reallocation amounts.

33 Subp. 6. Accountability. Each participating institution  
34 shall be accountable for any funds disbursed to students for  
35 child care grants. Funds may be used only during the fiscal

1 year of disbursement. If a student does not use a grant because  
2 the student does not enroll or withdraws from the institution,  
3 the institution may use the funds for other eligible students or  
4 return them to the office.

5 Subp. 7. **Unused funds.** An institution shall return funds  
6 that the institution determines will not be used within 30 days  
7 from the date of a request by the office. The office shall  
8 reallocate unused funds to other participating institutions  
9 requesting additional funds.

10 4830.7500 AMOUNT AND TERM OF GRANTS.

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

- 12 A. the cost of child care for all children 12 years
- 13 old or younger, or 14 years old or younger if the child is
- 14 handicapped as defined in Minnesota Statutes, section 120.03;
- 15 B. the provider's charge up to a maximum rate
- 16 established each year by the office;
- 17 C. the student's enrollment status;
- 18 D. the age of the children; and
- 19 E. the award chart prepared by the office.

20 The institution shall estimate the amount of child care  
21 needed for the academic year and summer terms, and may add an  
22 amount up to that estimated cost to the institution's normal  
23 student budget used to calculate the student's financial need.  
24 The non-AFDC child care grant and other forms of financial aid  
25 may be used to pay for the child care if the expense is not  
26 covered by other funds.

27 Subp. 2a. **Academic year award.** The amount of the grant  
28 per eligible child for the academic year must be the amount  
29 shown on the following chart:

30 CHILD CARE GRANTS PER ELIGIBLE CHILD

31 Total Income	32 Family	33 Family	34 Family	35 Family
36 less than	37 Size	38 Size	39 Size	40 Size
	2	3	4	5
\$10,000	\$1,700	\$1,700	\$1,700	\$1,700
\$13,000	\$1,700	\$1,700	\$1,700	\$1,700
\$16,000	\$1,500	\$1,700	\$1,700	\$1,700
\$19,000	\$900	\$1,500	\$1,700	\$1,700
\$22,000	\$600	\$1,200	\$1,500	\$1,700
\$25,000	\$300	\$900	\$1,200	\$1,700

1	\$28,000	\$0	\$600	\$900	\$1,700
2	\$31,000	\$0	\$300	\$600	\$1,500
3	\$34,000	\$0	\$0	\$300	\$1,200
4	\$37,000	\$0	\$0	\$300	\$900
5	\$40,000	\$0	\$0	\$0	\$600
6	\$43,000	\$0	\$0	\$0	\$300
7	\$46,000	\$0	\$0	\$0	\$0
8	\$49,000	\$0	\$0	\$0	\$0
9	\$52,000	\$0	\$0	\$0	\$0
10	\$55,000+	\$0	\$0	\$0	\$0
11					
12	Total Income	Family	Family	Family	Family
13	less than	Size	Size	Size	Size
14		6	7	8	9+
15					
16	\$10,000	\$1,700	\$1,700	\$1,700	\$1,700
17	\$13,000	\$1,700	\$1,700	\$1,700	\$1,700
18	\$16,000	\$1,700	\$1,700	\$1,700	\$1,700
19	\$19,000	\$1,700	\$1,700	\$1,700	\$1,700
20	\$22,000	\$1,700	\$1,700	\$1,700	\$1,700
21	\$25,000	\$1,700	\$1,700	\$1,700	\$1,700
22	\$28,000	\$1,700	\$1,700	\$1,700	\$1,700
23	\$31,000	\$1,700	\$1,700	\$1,700	\$1,700
24	\$34,000	\$1,500	\$1,500	\$1,700	\$1,700
25	\$37,000	\$1,200	\$1,200	\$1,500	\$1,700
26	\$40,000	\$900	\$900	\$1,200	\$1,500
27	\$43,000	\$600	\$600	\$900	\$1,200
28	\$46,000	\$300	\$300	\$600	\$900
29	\$49,000	\$300	\$300	\$300	\$600
30	\$52,000	\$0	\$0	\$0	\$300
31	\$55,000+	\$0	\$0	\$0	\$0

[For text of subps 2b to 3a, see M.R.]

34 4830.7720 APPEAL PROCESS.

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

36 Subp. 3. **Appeal process.** Students must follow the normal  
 37 appeal process established by the school to handle complaints  
 38 about financial aid program decisions. If the student is not  
 39 satisfied with the result of the appeal, the student may ask the  
 40 school to forward the results to the director of the Minnesota  
 41 Higher Education Services Office for review. The director shall  
 42 review the decision and accompanying documentation, and shall  
 43 make a decision according to Minnesota Statutes, section  
 44 136A.125, and parts 4830.7000 to 4830.7900. The student and  
 45 school shall be advised in writing of the director's decision.  
 46 The director's decision is final.

47 4830.7800 REFUNDS.

48 If a recipient fails to enroll or reduces enrollment, the  
 49 school must refund the unused portion of the award to the  
 50 non-AFDC child care grant program. If the director determines  
 51 that a school has fraudulently handled grant money, the refund

1 of the unused portion of the award is immediately due to the  
2 office, and the office may institute a civil action for recovery  
3 if necessary. Refunds to the non-AFDC child care grant program  
4 are determined as follows:

5           A. calculate the percentage that the child care grant  
6 award represents of the student's total financial aid package  
7 for the applicable term; excluding funds received from federal  
8 Title IV programs, United States Code, title 20, chapter 28,  
9 sections 1070 to 1099c-1;

10           B. calculate the total tuition refund amount using  
11 the institution's refund policy or the federal pro rata refund  
12 calculation;

13           C. subtract the federal aid programs' refund amount  
14 from item B to determine the remaining tuition refund amount;  
15 and

16           D. multiply the percentage in item A by the amount  
17 calculated in item C to determine the amount to be refunded to  
18 the non-AFDC child care program.

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

21 4830.7900 REPORTS OF DATA.

22           Institutions must:

23           A. collect demographic, educational, and financial  
24 data specified by the office from eligible students requesting  
25 child care grants;

26           B. provide the office with individual student data  
27 upon request;

28           C. upon the request of the office, report information  
29 about students who receive awards, students who are on the  
30 waiting list, and students who were denied awards, including the  
31 institution's methods of prioritizing applicants if insufficient  
32 funds are available; and

33           D. submit fiscal year program activity reports and  
34 student data reports to the office.

35           Fiscal year program activity reports and student data

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1 reports are required by the office. Institutions shall  
2 correctly complete and submit all required reports and any  
3 applicable refunds to the office by the first working day after  
4 August 9. The office shall withhold an institution's subsequent  
5 year's allocation if the deadline date is not met.