

Request for Child Care Grace Period Information & Form

All undergraduate students who are receiving child care assistance should have eligibility periods that end on the last day of the semester. Students who work at jobs that continue after the school semester ends should have an approval for work time only which should continue through the end of the semester month.

Students who are attending school the following semester may request a 30 day grace period until that semester starts; however, they must be meeting the requirements of the Non-TANF Training and Education Program or their RSP (Responsibility and Service Plan) if on TANF when they submit their materials in order for a grace period to be granted.

On or before the last day of the current semester, CCR&R must have received the following from students: *Redetermination* form completed in ink with the following semester work and school information; next semester's student school schedule, (if this is from SIU, the school schedule needs to be from the advisor and contain the student's preprinted name, class names, days and times, and a *Request for Child Care Grace Period* form). **Students who do not have this information in the CCR&R by the end of the current semester will only have child care for their actual work time during the break between semesters or grading periods.** We know that grades are not available until several weeks after the semester's conclusion. Once grades are available, the parent should submit them to CCR&R to assist in determining school time eligibility for the following semester.

If a grace period is granted, **eligibility will be based on the parents' activities for the current semester.** For example, if the parent was eligible for 4 full time days during the current semester, the parent will be eligible for 4 full time days during the grace period. The purpose of the grace period is to ensure the continuity of care for the child and availability of care to the parent so he/she can go to work and/or school. The grace period will not go beyond the last day of the break and will not exceed 30 days. If the break is longer than 30 days, the grace period will end on the 30th day.

If the parent is stating that the activity over the break will be more than the approved days during the semester, the parent must provide an employer letter on letterhead (or CCR&R wage verification form, if employer does not have letterhead) that outlines the start and end dates of the work schedule change, the new work schedule, including days and times of the week, the new number of hours per week and the pay rate, signed and dated by the employer.

****Please note this will only be helpful to the provider and parent if the child is going to be attending during the break period. Non-attendance will have a significant effect on the center's 80% attendance and overall payment rate. The extension option should only be used if the child will be attending during the break period.***

**Request for Child Care Eligibility Grace Period between School
Semester Breaks or Grading Periods Form**

- 1) I would like to request a grace period for my child care eligibility for the current _____ semester. (Spring, Summer or Fall)
- 2) I have attached a copy of my next semester class schedule (from my advisor, if attending SIU) and redetermination form. I understand that my redetermination form, school schedule, and request for grace period form must be received by CCR&R by the last day of the current semester in order to be considered for a grace period during the semester break.
- 3) I understand that my child must be in attendance during this break period in order to be eligible for this grace period and if my child does not attend the day care facility during this grace period, my child care provider may charge me for holding my child's slot at the day care, if the child care provider fails to meet 80% attendance.
- 4) I understand that I must submit my grade (report) card for the semester listed above, that contains my cumulative grade point average when it becomes available.

Client's Signature

Date