



JVS/BSF CHILD CARE ASSISTANCE
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GUIDE TO STUDENT POLICIES

Acceptable Course of Study: We will evaluate your training program to see if you will be eligible to receive child care assistance while you are going to school. Factors that will be considered are outlined on the Employability Plan. *Graduate programs are not allowed.*

Availability of Other Programs: If it appears that you may be eligible for other programs, you will be referred to that program to apply for child care services.

Class Schedule: A class schedule, fee statement, and your most recent grade report and/or a current transcript are needed prior to the start of a new quarter/semester. The amount of child care authorized depends on the number of credits and the amount of time allowed for study and travel.

Employability Plan: All applicants are required to complete an Employability Plan (EP). This plan must be approved before child care can be authorized. All changes to the EP require prior approval, including changes in your degree program or school.

Financial Aid Award Letter: This must be submitted for each academic school year. Grants that exceed tuition and allowable school expenses do count as income.

Grades/Progress Reports: All students will need to submit grades after completing each quarter or semester. Grade reports must show which classes were completed, how many credits were earned, and the cumulative and current grade point average.

Minimum Credits: You must be enrolled in at least 6 quarter/4 semester credits or 10 hours of classroom instruction to be eligible for child care assistance for school/training time.

Retaking Classes: If you receive child care assistance while you took a class, and then fail, drop, or take an Incomplete, you may retake the class *once* and have it count for your eligible child care time. *You will also need to submit a letter from your school counselor.*

Satisfactory Progress: You must maintain at least a 2.0 G.P.A. in order to be eligible for child care assistance.

Transcript: A copy of your transcript will be requested when you initially apply and needs to be updated annually.

Withdrawing/Dropping Classes: As with all changes, you must report any schedule changes within 10 days. Failure to do so may affect your eligibility and/or result in a fraud referral.