



# Childcare & Travel Reimbursement Guidelines

## Childcare Qualifications

- You must be low income (program staff will verify income through Financial Aid).
- You must be in good academic standing (as determined by financial aid eligibility).
  - [You must have higher than a 2.0 GPA](#)
- You must have unmet Student Need in your financial aid portal.
- [Your childcare provider must be licensed by the Department of Children, Youth, and Families \(DCYF\).](#)
- You must be continuously enrolled in classes at CBC.

## How do I maintain eligibility?

- If you change childcare providers, you must submit the new information.
- The program administrator will re-verify the provider is DCYF licensed on a quarterly basis.
- [You must maintain satisfactory academic progress as determined by Financial Aid eligibility.](#)
- Let us know immediately if there are changes to your academic schedule.
  - Changing your credits enrolled may affect your reimbursement amount.
  - Dropping all classes will make you ineligible for reimbursement.
- Failure to report these changes may result in disqualification of current and future assistance.

## How will I receive my reimbursement?

- Reimbursement checks will be mailed through the Business Office.
  - Allow 7-10 business days from date of reimbursement to allow for processing.
  - Be sure we have your correct mailing address.
- The program administrator will provide the scheduled dates of reimbursements.

## How much is my assistance?

- For students in 10+ credits, childcare reimbursement awards 50% of your costs for childcare up to \$300 per month per child.
- For students in <10 credits, childcare reimbursement awards 30% of your costs for childcare up to \$180 per month per child.
- You will be reimbursed for 3 months per quarter (2 months for Summer quarter).

## Financial Aid

Receiving assistance from our office may affect your financial aid award. Federal guidelines establish a maximum amount of assistance an individual student may receive at Columbia Basin College per academic year.

## Travel Qualifications

- You must be low income (program staff will verify income through Financial Aid).
- You must have valid Driver's License (provide copy with application).
- You must have valid Car Insurance (provide copy with application).
- You must be in good academic standing (as determined by Financial Aid eligibility).

- [You must have higher than a 2.0 GPA](#)
- You must travel minimum 25 miles from residence to class/lab/practicum destination (online classes do not qualify).
- You must have unmet Student Need in your financial aid portal.
- You must be continuously enrolled in classes at CBC.

### **How do I maintain eligibility?**

- Re-verify with the program administrator that you are meeting the mileage eligibility every quarter.
- [You must maintain satisfactory academic progress as determined by financial aid eligibility.](#)
- Let us know immediately if there are changes to your academic schedule.
- Let us know if you change residence or address.
- Failure to report these changes may result in disqualification of current and future assistance.

### **How will I receive my reimbursement?**

- Reimbursement checks will be mailed through the Business Office.
  - Allow 7-10 business days from date of reimbursement to allow for processing.
  - Be sure we have correct mailing address.
- Reimbursements are submitted to the Business Office at mid-quarter and end of quarter.

### **How much is my assistance?**

- Per quarter you will receive two payments of \$150 for a total \$300.

### **Financial Aid**

Receiving assistance from our office may affect your financial aid award. Federal guidelines establish a maximum amount of assistance an individual student may receive at Columbia Basin College per academic year.

## Frequently Asked Questions

Q: I'm having trouble finding a licensed childcare provider. Do I have to wait until I have licensed care to turn in my application? Where can I go for help?

A: You may turn in your application before you have a licensed childcare provider; however, if approved for the program, we cannot provide assistance until you have started using licensed care.

If you are having trouble finding a provider, [Child Care Aware of Washington](#) has an online search tool, or you can call them at **1-800- 446-1114**.

If you have a provider in mind and you want to check their license status, you can use the [Washington State licensed childcare status and record database](#).

You can also call the community help line, **211**, for assistance. The Workforce Education Center does not provide referrals.

Q: Once I turn in my application, how long will it take to process?

A: Applications are typically reviewed within one week. If more information is necessary for your application, this can delay the process.

Q: How will I be notified if I am accepted/denied, or if more information is needed?

A: We will send an acceptance/denial letter to your CBC email address you have listed on the application.  
We will call the contact phone number listed on the application if more information is needed.

Q: Will this assistance effect my Financial Aid?

A: Receiving assistance from our office may affect your financial aid award. Federal guidelines establish a maximum amount of assistance an individual student may receive at Columbia Basin College per academic year. A program administrator is available to answer any questions about financial aid impact.

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