



# Childcare & Travel Reimbursement Guidelines

## Childcare Reimbursement Guidelines

### Childcare Qualifications

- You must be experiencing “financial need” (see below).
- You must be in good academic standing (as determined by financial aid eligibility).
  - [You must have a 2.0 GPA or higher](#)
- You must have unmet Student Need in your financial aid portal.
- You may select any childcare provider (CBC recommends using a [Department of Children, Youth, and Families \(DCYF\) licensed provider](#)); the program administrator may verify your childcare arrangement directly with the provider.
- You must be enrolled in classes at CBC (in-person, online, or hybrid).

### How do you determine “financial need”?

- Student’s whose household income, as reported on their Financial Aid application, is at or below 200% of the [Federal Poverty Level](#); OR
- The student shows need by attesting the student is one of the following:
  - Receiving DSHS food benefits, DSHS cash assistance, Apple Health, or qualifies for free and reduced lunch.
  - Applied for CBC Emergency Financial Assistance within the past 6 months.
  - Show significantly lowered income while in school (e.g. working reduced hours due to school).
  - Experiencing financial need arising from an emergency expense that was not expected (e.g. medical issue, vehicle breakdown, etc.).
  - Financial aid application shows high Expected Family Contribution, but actual family support is low.
  - Attending an unpaid practicum, clinical, or internship to meet academic requirements (funding is limited to the quarters in which this requirement is true).

### How much is my Childcare Reimbursement assistance?

- For students enrolled in 10+ credits:
  - The default reimbursement amount is \$300 per child (12 years old or younger) per quarter.
  - The total award cannot exceed \$900 per quarter (\$600 for Summer).
- For student enrolled in less than 10 credits:
  - The default reimbursement amount is \$200 per child (12 years old or younger) per quarter.
  - The total award cannot exceed \$600 per quarter (\$400 for Summer).

### How will I receive my reimbursement?

- Reimbursements will take place once per quarter.
- You must have an active [BankMobile](#) account to receive reimbursement.
- The program administrator will provide the scheduled dates of reimbursements.

### Financial Aid Limit Acknowledgement

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 Reimbursement Guidelines

### Travel Qualifications

- You must be enrolled in at least one class that meets on campus, requires a clinical, requires a clinical, requires a practicum, or requires an unpaid internship.
- You must travel minimum 10 miles from residence to class/lab/practicum destination (online classes do not qualify).
- You must have valid Driver's License (provide copy with application).
- You must have valid Auto Insurance for the car you intend to drive (provide copy with application).
- You must be experiencing financial need (see below).
- You must be in good academic standing (as determined by financial aid eligibility).
  - [You must have a 2.0 GPA or higher](#)
- You must have unmet Student Need in your financial aid portal.

### How do you determine "financial need"?

- Student's whose household income, as reported on their Financial Aid application, is at or below 200% of the [Federal Poverty Level](#); OR
- The student shows need by attesting to one of the following:
  - Student is receiving DSHS food benefits, DSHS cash assistance, Apple Health, or qualifies for free and reduced lunch.
  - Student has applied for CBC Emergency Financial Assistance within the past 6 months.
  - Student can show significantly lowered income while in school (e.g. working reduced hours due to school).
  - Student is experiencing financial need arising from an emergency expense that was not expected (e.g. medical issue, vehicle breakdown, etc.).
  - Student's financial aid application shows high Expected Family Contribution but actual family support is low.
  - Student is attending an unpaid practicum, clinical, or internship to meet academic requirements (funding is limited to the quarters in which this requirement is true).

### How much is my assistance?

- Students traveling 10 to 25 miles will receive \$150 per quarter (\$65 in Summer).
- Students traveling over 25 miles will receive \$400 per quarter (\$200 in Summer).

### How will I receive my reimbursement?

- You must have an active [BankMobile](#) account to receive reimbursement.
- Payments are made once per quarter directly to your BankMobile account.

### 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: WEC 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.
- Q: Do I need to apply every quarter?
- A: Yes, applications are only good for one quarter. You will need to reapply each quarter when the application reopens. All *complete* applications are evaluated on a first-come-first-served basis.
- Q: What happens if I forgot to submit one of my documents like the Class Attendance Report? What happens to my application?
- A: If you are missing any information or documents, your application is incomplete and won't be awarded until the missing info is provided. This will delay your application processing and may result in you not getting an award.

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