

# Step-By-Step Voucher Instructions

1. Apply for FAFSA <https://studentaid.gov/> or complete the FAFSA student aid estimator form <https://studentaid.gov/aid-estimator/>
  - These forms generate your EFC, which is essential to funding your voucher. FAFSA is preferred, as your EFC will be accessible to us without any additional steps.
  - The FAFSA student aid estimator is not a form that is submitted, it simply estimates your eligibility. If you complete the FAFSA student aid estimator, you must send a screenshot/copy of the results to [aguzmans@slcc.edu](mailto:aguzmans@slcc.edu) and/or [wendy.blanchard@slcc.edu](mailto:wendy.blanchard@slcc.edu). We cannot fund a voucher without your EFC.
2. Complete the voucher application. This must be done EVERY semester.
3. We need to confirm the number of credit hours you are taking. This is another factor in how much funding you receive. If there are any holds on your account, we cannot confirm this. It is a good idea to be proactive and send a copy of your schedule to Adriana and ensure there are no holds on your account.
4. Be sure you provide us with an accurate email address and check your email regularly. Adriana will email if she needs any additional information from you to process your voucher. Vouchers cannot be processed until the last add/drop day of the semester. Check the academic calendar here <http://www.slcc.edu/academiccalendar/> to know when that is, it is typically about a month into the semester.
5. In summary, we need all the following to fund your voucher
  - Voucher application
  - EFC
  - Confirmation of enrolled credit hours (schedule).
  - Child care contract
6. Please complete all surveys sent to you. If you fail to complete these surveys, you will not be eligible for CCAMPIS rates (if applicable, SLCC South City campus only) and will have to pay the full cost of your child care and/or repay funds received through the voucher program.
7. Again a voucher application must be filled out every semester that you are enrolled in SLCC to receive funding for that semester!

## Helpful Salt Lake Community College Resources

### [SLCC Care Team | SLCC](#)

[www.slcc.edu/slcc-care/team.aspx](http://www.slcc.edu/slcc-care/team.aspx)

The SLCC Care Team has put together a great set of resources for students.

### [SLCC Student Success Resources | SLCC](#)

[www.slcc.edu/slcc-care/resources.aspx](http://www.slcc.edu/slcc-care/resources.aspx)

Helpful resources for student life here at SLCC.

### [Current Students | SLCC](#)

[www.slcc.edu/student/index.aspx](http://www.slcc.edu/student/index.aspx)

Check out the helpful information for current students.

### [Multicultural | SLCC](#)

[www.slcc.edu/diversity/index.aspx](http://www.slcc.edu/diversity/index.aspx)

Use this page to learn about the Office of Diversity and Multicultural Affairs.

### [International Student Services | SLCC](#)

[www.slcc.edu/iss/](http://www.slcc.edu/iss/)

Use this page to learn about International Student Services.

### [LGBTQ | SLCC](#)

[www.slcc.edu/gssrc/](http://www.slcc.edu/gssrc/)

Use this page to learn about the Gender and Sexuality Student Resource Center.

### [About the DRC | SLCC](#)

[www.slcc.edu/drc/](http://www.slcc.edu/drc/)

Use this page to learn about the Disability Resource Center.

### [Helpful Links\\* | SLCC](#)

[www.slcc.edu/childcare/helpful-links.aspx](http://www.slcc.edu/childcare/helpful-links.aspx)

Use this webpage to find financial assistance resources in the community.

Child Care & Family Services

Wendy.blanchard@slcc.edu or

aguzmans@slcc.edu

801-957-3400 or 801-957-3070

RM 1-061GD, South City Campus

## Application for Voucher Assistance

Date: \_\_\_\_\_

Semester: Fall/Spring/Summer Year: \_\_\_\_\_

(Parent) Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

What campus do you currently attend? \_\_\_\_\_

Are you PELL Grant eligible? Yes No

Have you received a child care voucher for previous semesters? Yes No

If so, when? \_\_\_\_\_

Number of credit hours or clock hours registered for current semester: \_\_\_\_\_

Are you participating in a CTE program? (Y/N/unsure)

if yes, which program? \_\_\_\_\_

Are you attending day or evening classes? \_\_\_\_\_

Are you receiving any other source of child care assistance? \_\_\_\_\_

If yes, from whom? \_\_\_\_\_

Name of licensed child care: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Provider tax ID: \_\_\_\_\_

Provider Email: \_\_\_\_\_

Name of the children using the voucher, date of birth, age and relationship to student:

Name: \_\_\_\_\_ DOB \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ DOB \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ DOB \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

\*SLCC can only support students utilizing fully licensed or license exempt child care providers. Unlicensed child care is not eligible.

\*All funds are paid directly to the provider.

\*Students are responsible for any monies left owing to the child care provider beyond the amount of the voucher.

\*Student will not be eligible for the next semester(s) voucher if money is owed to the provider by the SLCC student.

\*Applications are not processed prior to the third week of classes each semester.

\*Maximum funding amount is \$2100.00 per student per semester.

\*Students receiving child care assistance from any other state, county or city agency for school hours are not eligible for this program.

\*Funding amount is based on credit hours enrolled and PELL grant eligibility.

\*Students must reapply each semester.

\*Credit hours must be maintained throughout semester to avoid loss of funds.

\*All credit hours will be verified periodically throughout the semester.

\*The child care provider will be asked to verify attendance of the child throughout the semester.

**\*\*Students must notify this office if child (children) is withdrawn from the provider's care, if the student withdraws from classes, or any other changes in eligibility status previously mentioned occur.**

**\*\*You must include a copy of the current contract with your child care provider with this application.**

You may email your completed application to [holly.garcia@slcc.edu](mailto:holly.garcia@slcc.edu) or [wendy.blanchard@slcc.edu](mailto:wendy.blanchard@slcc.edu) or [aguzmans@slcc.edu](mailto:aguzmans@slcc.edu)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The items below are optional and are used by SLCC for reporting purposes only. Information you provide is completely confidential and will not affect your eligibility. Age: \_\_\_\_\_*

*Ethnic background (circle all that apply): Native American, African American, Asian, Hispanic/Latino, Caucasian, Pacific Islander, Other:*

\_\_\_\_\_ *Marital Status: Single, Married, Divorced, Separated*

*Salt Lake Community College is an equal opportunity institution providing education and employment opportunities without regard to race, color, gender, sexual orientation, religion, national origin, disability, age and/or veteran status.*