

MN POSTSECONDARY CHILD CARE GRANT PROGRAM

APPLICATION OVERVIEW AND INFORMATION SHEET



The Minnesota State Legislature has established a child care grant program to provide financial assistance to students pursuing a postsecondary education who require child care for their dependent children and are not receiving assistance through the Minnesota Family Investment Program (MFIP).

Program Contact Information:

Please direct all information and questions for the MN Child Care Grant program to:

MNChildCareGrant@rasmussen.edu.

Application Procedures:

1. Apply for financial aid by completing the Free Application for Federal Student Aid. Your child care grant application will not be considered complete until you have received your Financial Aid Award Notification from the Financial Aid Office.
2. Complete the Postsecondary Child Care Grant Program Application (student portion can be completed online through DocuSign). Have your provider(s) complete Section B. If you have more than one provider, please have each provider complete a provider portion (Section B). The link to the application is sent to students via email.
3. The MN Child Care Grant team is required to confirm the provider information in the provider portion of the application before determining eligibility.
4. Additional information may be requested by the MN Child Care Grant team to determine eligibility.

PLEASE NOTE: Incomplete applications will not be processed.

Priority for Funding:

1. Students who were awarded child care grant funds for the prior financial aid award year at Rasmussen University, who maintained continuous enrollment, and who still meet all other eligibility criteria will be awarded first. These students must have a complete Rasmussen University financial aid file by July 15th to be considered for priority funding.
2. After July 15th, new student applications received from students who have complete financial aid files will be funded on a first-come, first-served basis if funds are available.
3. If funds run out, eligible students will be placed on a waiting list. If additional funds become available, students on the waiting list will be funded on a first-come, first-served basis based on the date of the completion of the MN Child Care Grant application.

Funding Information:

1. By statute, students who received an award the previous year and have maintained continuous enrollment at the same school must receive funding first if they continue to meet all other eligibility requirements.
2. The Award Year for the MN Postsecondary Child Care Grant goes from July 1st – June 30th.

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3. Eligible students can be paid retroactive to the beginning of the financial aid award year in which they apply and have a complete application, if funding is available. Child care expense receipts may be required.
4. For students who have been awarded MN Child Care Grant funds and have responded to requests for updated information, funds will be issued 3 – 5 weeks after the term begins, but no earlier than the first day that other financial aid is disbursed for the term.
5. Funds will be payable to the student via Bank Mobile for the entire MN Child Care Grant award. Rasmussen University does not pay the provider.

Student Responsibilities:

1. Notify the MN Child Care Grant team of any data changes on the original application within 10 days of the change. These include, but are not limited to, changes in: child care hours needed, child care provider, child care costs, class schedule, receipt of MFIP or Basic Sliding Fee benefits, enrollment plans for the year. Any change should be submitted via email to MNChildCareGrant@rasmussen.edu.
2. Keep receipts or otherwise be able to provide documentation that child care grant funds were paid to the provider(s) on record for the cost used to calculate your award each term. You should be able to demonstrate that a parent or legal guardian was not able to care for your child(ren) during those hours.
3. Respond to requests for information needed to process your application by specified deadlines. You may be asked to verify information each term about your child care costs.
4. Reach out to the MN Child Care Grant team if your expected credit load changes. Your award for the term may change if your actual enrollment is different from the number of credits you were initially intended to take.
5. If you are not enrolled for a term, you must notify the MN Child Care Grant Team (at MNChildCareGrant@rasmussen.edu) when you return. When you return, you may be put on a waiting list if funds are not available.
6. If you withdraw from all classes, Rasmussen University's refund and repayment policy will apply.
7. Be aware that failure to comply with program regulations could result in the termination of your award.

Appeal Process Through Rasmussen University:

If a student receives a denial and wishes to appeal the decision, the student may do so.

1. The student must submit a request in writing that the initial determination (denial) is being appealed. The appeal must explain why the student is appealing the original decision and can add any additional information not previously reviewed.
2. The appeal should be submitted to MNChildCareGrant@rasmussen.edu, either via an email address that is reflected on the student's record or a written, signed version sent as a PDF or screen shot.
3. Once the appeal is received, a notification of the receipt will be sent to the student, notifying the student of the timeline for the appeal process and next steps within the appeal process.
4. The written appeal will be reviewed by the committee that handles formal grievances.
5. A decision regarding the appeal will be emailed back to the student.

Appeal Process through OHE:

As stated on the 'Denial/Termination Notice', if the outcome of Rasmussen's appeal process is not satisfactory to the student, the student can request the school to submit a written appeal to the Office of Higher Education (OHE). OHE will review appeals and determine if the school's actions were in compliance with the program statutes and rules. The decision of the OHE is final.

The student must first follow the school's appeal procedure before contacting the OHE.