September 2008

Dear CCAMPIS Project Director:

In accordance with the law governing the Child Care Access Means Parents in School (CCAMPIS) Program, Section 419N(e)(1) of the Higher Education Act (HEA), each grantee is required to submit a report to the Secretary of Education 36 months after receiving grant funds.

Enclosed is the 36-month Performance Report for your use. We will use this report to determine how your institution met the goals and objectives of its grant.

The 36-month Performance Report should include:

- Data on the service population;

- Information on institutional and community/local resources used to help low-income students access child care services;

- Information on the accreditation of your child care facilities;

- Information on the CCAMPIS Program funded services provided to the service population;

- Information on the impact of the CCAMPIS Program grant on the quality, availability and affordability of campus based child care;

    and

- Data on the persistence and college completion rates of the student participants.

Reports are also downloadable by visiting the CCAMPIS Web page at http://www.ed.gov/programs/campisp/index.html. Click on the "Performance" tab to find an electronic copy of the report.

The deadline for submitting this report is **November 28, 2008**. Please submit the original and one copy to:

> Child Care Access Means Parents in School Program
> c/o Ms. Princess Uzzelle
> U.S. Department of Education
> 1990 K Street, N.W.
> Suite 7071
> Washington, DC   20006-8510

In addition to the mailed copy, please also **e-mail** a copy of this report to your ED Program Specialist. ED requires that a signed Grant Performance Report cover sheet (ED-524B) be faxed or mailed to your ED Program Specialist for all e-mail reports. The fax number is 202-502-7857. A listing of the ED Program Specialists by state assignment is enclosed.

If you have any questions concerning this report, please contact your assigned program specialist.

Sincerely,

Eileen S. Bland
Team Leader
College and University Support Team
Higher Education Preparation and Support Services

Enclosures

36-Month Performance Report
Frequently Asked Questions for the 2006 and 2007 Cohort Tables

QUESTIONS

1. If our CCAMPIS funds are used to pay staff salaries, how do we determine who is a participant?

2. How is the participant's household status in Section II.E determined?

3. In the Section II.H. Participant Distribution by Classification table, how does the project account for the number of participants served?

4. In the 2006 Cohort table and 2007 Cohort table of Section II, how is a cohort defined?

5. My institution is on the quarter system. In the 2006 Cohort and 2007 Cohort tables of Section II, how does the project account for participants served during the Winter and Summer quarters?

6. The project child care centers serve participants in the summer. In the 2006 Cohort and 2007 Cohort tables of Section II, how does the project account for participants served in the summer?

7. Certificate students at my institution are not classified as freshmen, sophomores, juniors or seniors. How shall non-classified certificate students be classified?

8. How does the project report participants in the 2006 Cohort and 2007 Cohort tables of Section II?

QUESTIONS & ANSWERS

1. **If our CCAMPIS funds are used to pay staff salaries, how do we determine who is a participant?**

   If you use CCAMPIS funds to pay salaries of child care providers/instructors, the CCAMPIS participants are the Pell-eligible parents of those children in the class(es) of the child care providers/instructors paid with CCAMPIS funds. (Do not count as participants those parents who are not Pell-eligible.)

2. **How is the participant's household status in Section II.E determined?**

   Household status is the same as filing status used on the CCAMPIS participant's most recent federal tax return. If the participant has not filed a federal tax return, the participant is most likely someone else's dependent.

3. **In the Section II.H. Participant Distribution by Classification table, how does the project account for the number of participants served?**

   In this table, report the total number of freshman participants (student-parents receiving CCAMPIS services) served in the 2006-07 academic year (Fall term 2006–Summer term 2007 or October 1, 2006–September 30, 2007) in the cell below "Freshman" and to the right of "2006-07." Report the total number of sophomore participants served in the 2006-07 academic year in the cell below "Sophomore" and to the right of "2006-07." Report the total number of junior participants served in the 2006-07 academic year in the cell below "Junior"

and to the right of "2006-07." Report the total number of senior participants served in the 2006-07 academic year in the cell below "Senior" and to the right of "2006-07." In the "2007-08" row, report only student-parents served thus far in the 2007-08 academic year (Fall term 2007–Winter/Spring term 2008 or October 1, 2007–March 30, 2008) and not served in the 2006-07 academic year. For instance, report the total number of freshman participants served in the 2007-08 academic year and not served in the 2006-07 academic year in the cell below "Freshman" and to the right of "2007-08." Report the total number of sophomore participants served in the 2007-08 academic year and not served in the 2006-07 academic year in the cell below "Sophomore" and to the right of "2007-08." Report the total number of junior participants served in the 2007-08 academic year and not served in the 2006-07 academic year in the cell below "Junior" and to the right of "2007-08." Report the total number of senior participants served in the 2007-08 academic year and not served in the 2006-07 academic year in the cell below "Senior" and to the right of "2007-08."

4. **In the 2006 Cohort table and 2007 Cohort table of Section II, how is a cohort defined?**

A cohort is defined as the group of participants (student-parents receiving CCAMPIS services) first served with CCAMPIS funds in a particular year. For example, participants served during the 2006-07 academic year (fall 2006 or spring 2007) are in the 2006 cohort. The 2006 cohort includes those participants served under a previous CCAMPIS award if they were also served during academic year 2006-07. The participants who were served during the 2007-08 academic year (fall 2007 and spring 2008) but were not served during the 2006-07 academic year are in the 2007 cohort.

5. **My institution is on the quarter system. In the 2006 Cohort and 2007 Cohort tables of Section II, how does the project account for participants served during the Winter and Summer quarters?**

The 2006 and 2007 Cohort tables only require that you report the number of participants (student-parents receiving CCAMPIS services) served in the fall and spring terms. Data is not collected in these tables on the number of participants served in the summer or winter terms.

6. **The project child care centers serve participants in the summer. In the 2006 Cohort and 2007 Cohort tables of Section II, how does the project account for participants served in the summer?**

The 2006 and 2007 Cohort tables only require that you report the number of participants (student-parents receiving CCAMPIS services) served in the fall and spring terms. Data is not collected in these tables on the number of participants served in the summer months.

7. **Certificate students at my institution are not classified as freshmen, sophomores, juniors or seniors. How shall non-classified certificate students be classified?**

Count certificate students as though they are freshmen regardless of the length of the certificate program.

8. **How does the project report participants in the 2006 Cohort and 2007 Cohort tables of Section II?**

To complete the 2006 and 2007 Cohort tables:

a. Start with the 2006 cohort table and start in the first row labeled "Fall Term 2006 – beginning." Insert the number of freshman participants (student-parents receiving CCAMPIS services) served in fall 2006 under the column labeled "Freshman." Insert the number of sophomores receiving CCAMPIS services in fall 2006 under the column labeled "Sophomore." Insert the number of juniors in the next cell and then the number of seniors in the next cell. The total number of freshmen, sophomores, juniors and seniors served in fall 2006 is entered in the "Totals" column.

b. In the next row labeled "Students Transferring In," insert the numbers of participants by academic standing (freshman, sophomore, junior or senior) who did not receive services in fall 2006 but received services in spring 2007.

c. In the next row labeled "Spring Term 2007 – ending," insert the numbers of participants by academic standing who received services in spring 2007.

d. Do not fill in (ignore) the next row labeled "Students Transferring In."

e. In the next row labeled "Fall Term 2007 – beginning," insert the numbers of participants included in the cells above that returned to receive services in fall 2007 regardless of their current academic standing. For instance, if 15 freshman participants were served in spring 2007 and ten returned to receive services in fall 2007, then enter ten in the "Freshman" column regardless of whether some of those participants had become sophomores.

f. Do not fill in (ignore) the next row labeled "Students Transferring In."

g. In the next row labeled "Spring Term 2008 – ending," insert the numbers of participants included in the cells above that returned to receive services in spring 2008 regardless of their current academic standing.

h. For the rows labeled "Graduated- 3/6" and "Graduated- 4/7," insert the numbers of participants reported in each column that graduated during the first 18 months of the your project. Graduated-3/6 refers to participants who: (a) received a certificate/degree within three years of enrolling in a two-year institution or six years of enrolling in a four-year institution; or (b) transferred from your two-year institution to a four-year institution without a certificate/degree within three years of enrolling in your two-year institution. Graduated-4/7 refers to participants who: (a) received a certificate/degree within a period longer than three years of enrolling in a two-year institution or longer than six years of enrolling in a four-year institution; or (b) transferred from your two-year institution to a four-year institution without a certificate/degree after a period longer than three years of enrolling in your two-year institution.

i. Follow the same methodology to fill out the "2007 Cohort" table with participants who received services in academic year 2007-08 but did not receive services in academic year 2006-07.

Child Care Access Means Parents In School (CCAMPIS) Program

Instructions for Completing the 36-month Performance Report

WHAT IS THIS PACKAGE?

This package contains the instructions needed to prepare the 36-month performance report for the CCAMPIS Program. The Department of Education uses the information provided in this report to assess a grantee's progress in meeting its approved goals and objectives and to determine if a grantee is making a good faith effort to ensure that its low-income students have access to affordable, quality child care services.

HOW DO WE COMPLETE THE REPORT?

Provide the requested data on the form, itself -- Section I, Section II and Section III items A-G and J. Provide narrative information -- Section III, items H, I, and K -- on separate sheets of paper, identifying the section and item to which the narrative relates.

WHAT IS THE AUTHORITY TO COLLECT THIS INFORMATION?

Title IV, Section 419N, of the Higher Education Act of 1965, as amended.

WHO MUST FILE THIS REPORT?

Every CCAMPIS Program grantee must submit an 18-month and 36-month performance report as a condition of the grant award.

WHAT PERIOD OF TIME IS COVERED IN THE REPORT?

The report covers the 36-month performance period.

WHAT INFORMATION MUST BE SUBMITTED?

The report consists of three (I-III) sections: Section I requests project identifying information; Section II requests demographic information on project participants; and Section III requests information on project services and activities.

WHEN SHOULD THE REPORT BE FILED?

Your performance report should be submitted no later than **November 28, 2008**.

HOW MAY THE REPORT BE SUBMITTED?

An original and one copy of your report must be submitted to the following address:

> Child Care Access Means Parents in School Program
> c/o Ms. Princess Uzzelle
> U.S. Department of Education
> 1990 K Street, N.W.
> Suite 7071
> Washington, DC   20006-8510

Please submit an email copy to your Program Specialist.

You may also access a copy of the report and instructions at the following web address:

<div align="center">

www.ed.gov/programs/campisp

</div>

WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION CONCERNING THE SUBMISSION OF THE PERFORMANCE REPORT?

Please contact your education program specialist directly if you have questions regarding the performance report requirements. A state listing of education program specialists and contact information is enclosed.

Warnings

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).

Child Care Access Means Parents in School (CCAMPIS) Program 36-Month Performance Report

Section I – Project Identification, Certification and Warning

A. Identification

1. PR Award Number: _____

2. Name and Address of Grantee Institution
_____
_____
_____

3. Name and Address of Project Director
_____
_____
_____

4. Project Director's Contact Information
Telephone Numbers: _____
Fax Numbers: _____
E-mail Address: _____

5. Grantee Institution Status (check one)
_____ 2-year public institution   _____ 4-year public institution
_____ 2-year private institution   _____ 4-year private institution

B. Certification: We certify that the performance report information reported and submitted on _____ is readily verifiable. The information reported is accurate and complete to the best of our knowledge.

_____   _____
Printed Name of Project Director   Printed Name of Certifying Official

_____   _____
Signature   Signature

_____   _____
Date   Date

C. Warning: Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both under the United States Criminal Code and 20 U.S.C. 1097. Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 USC 1231a) and regulations (34 CFR 75.590 and 75.720).

Authority: Public Law 102-325, as amended.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0763. The time required to complete this information collection is estimated to average 8 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of the form, write directly to: CCAMPIS Program, U.S. Department of Education, 1990 K Street, N.W., Suite 7000, Washington, DC 20006-8510.

Section II – Demographic Profile of Project Participants

"**Participant**" means an eligible postsecondary student receiving CCAMPIS Program-funded services.

An "**eligible student**" is one "who is eligible to receive a Federal Pell Grant for the fiscal year for which the determination is made." See Section 419N(b)(7) of the Higher Education Act of 1965, as amended.

"**Other**" means an individual receiving child care services at your institution, but who is not eligible to participate in CCAMPIS Program-funded services. This may include students, community members, faculty, staff, etc.

A. Total Number of Participants Served: _____

B. Total Number of Participants' Children Served: _____

C. Participant's Race/Ethnicity – Count Each Participant only once:

	Numbers
1. American Indian or Alaska Native	_____
2. Asian American	_____
3. Black or African-American	_____
4. Hispanic or Latino	_____
5. Native Hawaiian or other Pacific Islander	_____
6. White	_____
7. No race reported	_____
Total	_____

(This should equal Section II-A)

D. Participant Distribution by Gender:

	Numbers
1. Female	_____
2. Male	_____
Total	_____

(This should equal Section II-A)

E. Participants by Household Status:

	Numbers
1. Single Dependent Female	_____
2. Single Dependent Male	_____
3. Single Female -- Head of Household	_____
4. Single Male -- Head of Household	_____
5. Married Female	_____
6. Married Male	_____
Total	_____

(This should equal Section II-A)

F. Participants by Pell Grant Status -- Count Each Participant only once:

                                                 Numbers

1. Participants Receiving Pell Grants   _____
2. Participants Certified by the Institution as
    Pell Grant-eligible but not receiving Pell Grants   _____

Total   _____
(This should equal Section II-A)

NOTE: If you use CCAMPIS Program grant funds to pay for part of the costs for participants' child care services and use other funds to pay the remainder of those costs, attach a chart showing the breakout of costs and funding.

G. "Others" served by the Institution's childcare program:

                                                 Numbers

1. Community Members   _____
2. Students who are not eligible for Pell Grants   _____
3. Institution Staff/Faculty   _____
4. Eligible students – who are eligible for or receiving Pell
    Grants and whose child care services are not funded from
    CCAMPIS grant funds   _____

Total   _____

5. Of the "Others": The number of low-income individuals   _____
(150% of the poverty level – see attachment)

H. Participant Distribution by Classification

"**Cohort Year**" – the academic year in which the participant began receiving CCAMPIS Program funded services. Each cohort year begins with the fall academic term.

Cohort Year	Freshman	Sophomore	Junior	Senior	Total
2006-2007					
2007-2008					

For the charts below:

Cohort: The group of postsecondary student participants who began receiving services in a specific academic year.

Fall Term - beginning: First academic term beginning in August or September. *Counts for the fall term should be taken at the beginning of the fall term.*

Students transferring in: Those student participants who begin receiving services after the start of the "Fall Term."

Spring Term - ending: In a "semester system" – the second academic term, beginning in January and ending in May/June. In a "quarter system" – the third academic term beginning in the spring and ending in May/June. *Counts for the spring term should be taken at the end of the spring term.*

New Participants: The number of students that began participation in the CCAMPIS Program during the academic year – after the academic year/Fall Term began.

Withdrawals: The number of students that withdrew from the institution or from participation in the CCAMPIS Program during the academic year.

* Graduated - 3/6:   Students that (a) received a two-year certificate or a terminal degree within three years of enrolling in a two-year IHE or within six years of enrolling in a four-year IHE; or (b) transferred from a two-year IHE to a four-year IHE.

* Graduated - 4/7: Students that (a) received a two-year certificate or a terminal degree within a period longer then three years after enrolling in a two-year IHE or within a period longer then six years after enrolling in a four-year IHE or (b) transferred from a two-year IHE to a four-year IHE.

    * PLEASE NOTE: <u>Graduation data is to be determined by cohort</u>. Each chart, below, is for a specific cohort, and the data requested on that chart – including the graduation data – is for that specific cohort only. *Example*: For the 2005 cohort chart, provide the number of that cohort – those student participants who began receiving services in the 2005-2006 academic year – who "graduated 3/6" and "graduated 4/7."

2006 Cohort	Freshman		Sophomore		Junior		Senior		Totals	
	Enrolled	CCAMPIS services	Enrolled	CCAMPIS services	Enrolled	CCAMPIS services	Enrolled	CCAMPIS services	Enrolled	CCAMPIS services
Fall Term 2006 – beginning										
Students Transferring In										
Spring Term 2007 – ending										
Students Transferring In										
Fall Term 2007 – beginning										
Students Transferring In										
Spring Term 2008 – ending										
Graduated - 3/6										
Graduated - 4/7										

2007 Cohort	Freshman		Sophomore		Junior		Senior		Totals	
	Enrolled	CCAMPIS services	Enrolled	CCAMPIS services	Enrolled	CCAMPIS services	Enrolled	CCAMPIS services	Enrolled	CCAMPIS services
Fall Term 2007 – beginning										
Students Transferring In										
Spring Term 2008 – ending										
Graduated - 3/6										
Graduated - 4/7										

Section III – Project Services and Activities

A. CCAMPIS Program Funded Services Provided
   Check all that apply.

Type of Service		Institution-run	Contracted
1. Full-time child care services	_____	_____	_____
2. Part-time child care services	_____	_____	_____
3. Before-care services	_____	_____	_____
4. After-care services	_____	_____	_____
5. Evening services	_____	_____	_____
6. Weekend Services	_____	_____	_____
7. Summer Term Services	_____	_____	_____
8. 24-hour Services	_____	_____	_____
9. Emergency Services	_____	_____	_____
10. Drop-in Services (hourly)	_____	_____	_____

B. CCAMPIS Program Funded Services for Participants
   Check all that apply

1. Parenting Classes   _____
2. Seminars   _____
3. Meetings   _____
4. Other – specify   _____

_____
_____
_____
_____

C. Fee Schedule for Participants:
   Check all that apply

1. Sliding Fee Scale   _____
2. Free Child Care Services   _____
3. Standard-set Fee   _____
4. Partial Tuition/Scholarship for child   _____

D. Fee Schedule for Others:
   Check all that apply

1. Sliding Fee Scale   _____
2. Standard-set Fee   _____
3. Free Services   _____
4. Partial Tuition/Scholarship for child   _____

E. Availability of Child care Services:

1. Waiting list for childcare services for CCAMPIS Program Participants
                                                Numbers
a. The semester prior to CCAMPIS Program funding   _____
b. At the beginning of the reporting period   _____
c. At the end of the reporting period   _____

F. Institutional and Local Resources

List the Institution's funding and local resources and funding used by the childcare center to help eligible students access childcare services. Include technical expertise.

1. Local/Community Funding - Specify type of funds, funding entity, and amounts:

_____
_____

2. State Funding - Specify type of funds, funding entity, and amounts:

_____
_____

3. Institutional Student Activity Fees: $_____

4. Other fees - Specify type of funds, funding entity, and amounts:

_____
_____

5. Foundation grants - Specify type of funds, funding entity, and amounts:

6. Institutional funds - Specify type of funds, funding entity, and amounts:
_____
_____

7. In-kind contributions - Specify type of funds, funding entity, and amounts:
_____
_____
_____

G.   Have any of these resources increased student tuition at the Institution?
 _____ Yes   _____ No

H. Explain how you have leveraged the Institution's and local resources to support child care activities for low-income (Pell Grant-eligible/CCAMPIS Program eligible) students, and how the use of a sliding fee scale resulted in a high number of such students obtaining a postsecondary education. *Please use a separate sheet of paper and attach it to this Report.*

I.   Explain how the CCAMPIS Program funded childcare services have coordinated with the Institution's early childhood education program? (The early childhood education program refers to the Institution's academic program for college students seeking credit for course work involving early childhood education.) *Please use a separate sheet of paper and attach it to this Report.*

J.   Child Care Services Accreditation and Licensing:

If you contract out the childcare services, provide the requested information (Items J. 1 – 5, below) for each childcare facility with which you contract using CCAMPIS Program funds. *Please use a separate sheet of paper and attach it to this Report.*

 1. Is the CCAMPIS Program funded childcare program accredited?
_____ Yes   ____ No

 2. If the program is accredited:
 a. Date of accreditation   _____
 b. Expiration of accreditation   _____
 c. Accrediting Agency – Name and Address

3. If the program is not accredited:
a. Are you in the process of obtaining accreditation?
     _____ Yes   _____ No
b. Accrediting Agency – Name and Address

_____

_____

c. Date accreditation is expected: _____

4. If this is a <u>new</u> child care program (less then three years established), detail the actions taken, including a timeline that you have taken to achieve the goals set forth in the application. *Please use a separate sheet of paper, and attach it to this Report.*

5. Is the child care program and facility licensed by the state and local licensing agencies?   _____ Yes   _____ No

If the program and facility are not licensed, provide an explanation of why these are not licensed. *Please use a separate sheet of paper, and attach it to this report.*

K. Explain, *on a separate sheet of paper and attach it to this report*, the impact of the grant on:

1. Quality of campus-based child care services;
2. Availability of campus-based child care services; and
3. Affordability of campus-based child care services.

2006 Annual Low Income Levels

(Effective February 2006 Until Further Notice)

Size of Family Unit	48 Contiguous States, D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	$14,700	$18,375	$16,905
2	$19,800	$24,750	$22,770
3	$24,900	$31,125	$28,635
4	$30,000	$37,500	$34,500
5	$35,100	$43,875	$40,365
6	$40,200	$50,250	$46,230
7	$45,300	$56,625	$52,095
8	$50,400	$63,000	$57,960

For family units with more than 8 members, add the following amount for each additional family member: $5,100 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; $6,375 for Alaska; and $5,865 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the Federal Register, Vol. 71, No. 15, January 24, 2006, pp. 3848-3849.

2008 Annual Low Income Levels

(Effective February 2008 Until Further Notice)

Size of Family Unit	48 Contiguous States, D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	$15,600	$19,500	$17,940
2	$21,000	$26,250	$24,150
3	$26,400	$33,000	$30,360
4	$31,800	$39,750	$36,570
5	$37,200	$46,500	$42,780
6	$42,600	$53,250	$48,990
7	$48,000	$60,000	$55,200
8	$53,400	$66,750	$61,410

For family units with more than eight members, add the following amount for each additional family member: $5,400 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; $6,750 for Alaska; and $6,210 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the Federal Register, Vol. 73, No. 15, January 23, 2008, pp. 3,971-3,972.

posted: August 2008