

Brown University Child Care Subsidy Special Application Period Frequently Asked Questions

What is the Brown University Child Care Subsidy?

Brown University's Child Care Subsidy helps you pay for your child's care expenses. During the Special Application period taking place from January 1-June 30, 2021, the subsidy will cover child care for dependents in sixth grade and below. This subsidy is only for those not currently participating in the program. This subsidy helps you explore options and find creative solutions to some of the child care challenges you may face.

How do I know if I am eligible for the Child Care Subsidy?

You are eligible if you meet the following criteria:

- You are a benefits-eligible University employee (faculty, non-union staff, union Dining Services, union Facilities Management, union Library, Postdoctoral Research Associate), with a 67%-100% FTE appointment.
- You are unmarried or have a spouse who is:
 - a. Employed at least part-time or
 - b. A full-time student or
 - c. Considered legally disabled or
 - d. Unemployed but actively seeking employment. Your spouse must have legal work authorization to work in the United States. If applicable or in some circumstances, a work visa is required and must be attached as documentation.
- You have a total household adjusted gross income of less than or equal to \$130,000 as shown on your 2019 federal 1040.
- You have a child in sixth grade or below who is your legal dependent (as defined by IRS regulations), and for whom you are financially responsible this year.
- You have not already received a calendar year 2021 Child Care Subsidy award.

My spouse is also employed by Brown University. Can they apply too?

If both parents are employed by Brown, only one parent can submit for a subsidy award.

Why must my spouse be employed, a full-time student, disabled, or actively seeking employment for us to be eligible for the subsidy?

Incurred child care expenses are considered eligible expenses if they allow you and your spouse to work or look for work. Spouses who are looking for work must have legal work authorization to work in the United States.

How do I apply for the subsidy?

You must complete and submit the Special Application and supporting documentation by the deadline of **February 16, 2021**. Applications are not complete until all required documentation is attached to your application and the package is submitted to childcare@brown.edu. Incomplete applications, including any with missing documentation, will not be considered for the subsidy.

What documentation do I need to provide?

- The front page of your IRS form 1040 from 2019 and the front page of form 1040 for your spouse if filed separately.

- A copy of a birth certificate or certificate of adoption for the child(ren) receiving the subsidy. If this is already on file in Workday, you will not need to resubmit.
- Work visa, if applicable, for a spouse who is unemployed but actively seeking employment.

How do I estimate the cost of care?

To estimate your cost of care for the award year, review the child care expenses you had over the last 12 months. If you anticipate a change in the amount or type of care you used, adjust your estimates accordingly. If you anticipate a change in daycare costs as a result of a rate increase/decrease and/or a change in your child care provider, adjust your estimates accordingly.

Can I estimate how much I might receive?

Yes, the chart below is based on the financial impact that child care costs place on different income groups.

Adjusted Gross Income	Potential Award Per Household for January - June 2021
Up to \$40,000	\$2,000
\$40,001-\$60,000	\$1,500.00
\$60,001-\$80,000	\$1,000.00
\$80,001-\$100,000	\$750.00
\$100,001-\$130,000	\$500.00

How will I be notified about whether I'll receive an award?

A decision will be emailed to you in February 2021.

Can the subsidy be paid directly to my daycare provider?

No, awards will be issued directly to University employees.

How will I receive the subsidy?

University employees will receive their Child Care Subsidy award in their September paycheck as follows:

- Weekly employees: February 25, 2021
- Biweekly employees: February 19, 2021*
- Monthly employees: February 26, 2021

** Biweekly employees who are approved and wish to receive their award in their February paycheck should ensure completed applications are submitted by Wednesday, February 10 to meet pay deadlines. Biweekly employees who submit applications after February 10 and are approved for a Child Care Subsidy will have their award added to their first March pay.*

Does the subsidy amount show anywhere on my W-2 form and/or is it considered taxable income?

Taxes will be withheld from your check and reported on your W-2.

Will the Child Care Subsidy enhancement extend into the second half of calendar year 2021?

At this time, the enhancement will run through June 30, 2021. If a decision is made to extend the enhancement, it will be communicated at a later date.

Where can I find out more about the subsidy or get help with the application?

Please contact Brown University Human Resources at childcare@brown.edu with any questions about the Child Care Subsidy.