

**Brown University Child Care Subsidy for
Graduate Students, Medical Students, and Postdoctoral Research Fellows
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 by granting awards of up to \$4,000 a year per household. The subsidy covers child care for dependents between the ages of 0 to 6. 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 graduate or medical student enrolled in a degree program at least half-time or a postdoctoral research fellow 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 \$100,000 per year as shown on your previous year's 1040.
- You have a child between the ages of 0 to 6 who is your legal dependent (as defined by IRS regulations), and for whom you are financially responsible in the upcoming year.

My spouse is also a(n) employee/student at Brown University. Can they apply too?

If both parents are employees/students at 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?

Incurring child care expenses are considered eligible expenses if they allow you and your spouse to work or look for work. If your spouse is unemployed at the time you expect to receive the subsidy, you will be required to provide a projection of income for the upcoming year if he or she is actively seeking employment. This amount can be based on the previous year's tax return or an estimation of salary of his or her given profession. Spouses who are looking for work must have legal work authorization to work in the United States. If your spouse remains unemployed throughout the year, and doesn't meet one of the other exceptions/conditions (is disabled or a full time student), you will be ineligible for the subsidy funds.

How do I apply for the subsidy?

You must complete and submit a child care subsidy application and supporting documentation by the deadline of **October 16, 2017**. Applications are not complete until all required documentation is attached to your application and the package is submitted to University Human

Resources at 164 Angell Street, Box 1879, Providence, RI 02912. Applications received after the deadline will only be accepted if funds have not been exhausted. Please contact University Human Resources at 401-863-2009 or email childcare@brown.edu to verify if funds are still available at that time. 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 the prior year 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 receiving the subsidy. If this is already on file in Workday or in University Human Resources, you will not need to resubmit.
- Work visa, if applicable, for a spouse who is unemployed but actively seeking employment.

My child isn't due until after the deadline. Can I still apply?

No, you must apply once your child is born and enrolled in child care. Please contact University Human Resources at 401-863-2009 or email childcare@brown.edu to verify if funds are still available at that time.

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 day care costs as a result of a rate increase/decrease and/or a change in your child care provider, adjust your estimates accordingly.

How is the decision made on who will receive the subsidy?

Once an application has been received, it is then reviewed to ensure that the applicant, co-applicant and child meet the eligibility criteria. Final awards will be determined based on the number of subsidies awarded.

Should I expect the same amount of subsidy money each year?

No, subsidy funding is limited and the number of applicants will fluctuate from year to year. Subsidy awards may increase or decrease from one award year to the next. Changes in income, age of the child, and child care expenses may also affect the amount of the subsidy you receive each year.

Can I estimate how much I might receive?

Yes, but the amount you might receive may vary each year. The chart below is based on the financial impact that child care costs place on different income groups.

Adjusted Gross Income	Potential Maximum Yearly Subsidy Per Household
Up to \$34,999	\$4,000
\$35,000-\$59,999	\$2,500
\$60,000-\$75,000	\$1,500
\$75,001-\$100,000	\$1,000

Is there a maximum total amount I might receive?

Yes. The maximum amount of subsidy funding that any household may receive is \$4,000.

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

A letter will be mailed to the address provided on your application in October/November.

Can the subsidy be paid directly to my day care provider?

No, awards will be issued directly to graduate students, medical students, and postdoctoral research fellows.

How will I receive the subsidy?

You will receive a taxable check in January and September.

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.

What should I do if I know I will not use all the subsidy money or if I leave Brown University this year?

Any balance you have left in award money that was received, must be paid back to Brown University.

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

Please contact Brown University Human Resources at 401-863-2009 or email childcare@brown.edu with any questions about the child care subsidy.