

# Emory Child Care Subsidy Application

To be eligible for a child care tuition subsidy at The Clifton School you must meet the following criteria:

- Employed in a regular, benefit eligible position working at least 36 hours per week
- Legally dependent child
- Household income not greater than \$58,000 annually
- May not have a stay at home parent or guardian capable of caring for child(ren)

**Subsidy Scale**

Household Income	Subsidy
<\$34,500	50%
\$34,500-\$40,000	40%
\$40,001-\$48,000	30%
\$48,001 - \$58,000	15%

**Section 1 - Employee Information**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Initial application       Annual Renewal       Re-evaluation (Significant Income Change)

Email address: \_\_\_\_\_

**Section 2 – Family Unit Information**

**Marital Status** (please check one)

Single       Married       Separated / Divorced       Cohabiting Partner

**Reason for Care** based on status of spouse, partner or other legal guardian or contributing household member:

Working Full Time       Attending School Full Time       Disabled

**Section 3 – Supporting Documentation**

<input type="checkbox"/> Recent Tax Return	<input type="checkbox"/> Child Support
<input type="checkbox"/> Two Paystubs (Employee & Spouse/Partner)	<input type="checkbox"/> Ministerial Housing Allowance
<input type="checkbox"/> Spouse/Partner FT school transcripts	<input type="checkbox"/> Other (stipend, disability, etc.____)

**Section 4 – Applicant Acknowledgement**

I have read the Emory University Child Care Subsidy policy and affirm the information given on this application and documentation attached is true and correct. I understand subsidy recipients are required to notify Human Resources Benefits should there be a significant increase\* in income to warrant re-evaluation of subsidy level. All information provided with this application will be verified by Human Resources. Providing false or misleading information may result in disciplinary action including the requirement to repay subsidy funds received inappropriately.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Central HR Benefits Use Only**

Current Household Income \_\_\_\_\_ Subsidy Award \_\_\_\_\_

Prior Year Income \_\_\_\_\_ Approval \_\_\_\_\_