



Child Care Subsidy

Emory offers a child care subsidy for eligible employees who are in need of financial support with tuition expenses at [The Clifton School](#). The subsidy can be applied towards tuition for children aged Infant through Pre-Kindergarten, aftercare expenses for children enrolled in the Georgia Lottery Pre-Kindergarten and Summer Camp for children enrolled in early education programming the remainder of the year at The Clifton School. The child care subsidy can only be applied at The Clifton School, either Clifton or Clairmont Campus.

Eligibility

To be eligible for an Emory University child care subsidy at The Clifton School you and your household must meet all of the criteria below:

1. Work in a regular benefits-eligible position. This is defined as:
 - a. Works a minimum of 36 hours per week at the University and
 - b. Receive paycheck through Emory University Payroll
 - c. Regular hire of the university

And

2. Be employed in one of the following capacities:

<u>Job Role</u>	<u>Employee Class Identification</u>
Faculty	0,1,2,3
Librarians	4
Staff	7
Post-Doctoral Fellow	9

And

3. Have a legally dependent child as defined by [IRS regulations and Emory](#) enrolled at The Clifton School. Legal dependency must be verified by your tax return. If you are divorced, your child may live with your former spouse. The subsidy may be applied to more than one child enrolled in The Clifton School at the same time.

And

4. Household cannot have a stay at home parent/guardian who is capable of taking care of the child. Eligible households are: single parent/guardian households; households in which parents/guardians are either working full time or enrolled full time in an accredited education or training program or a household in which a parent/guardian has a disability which limits his/her ability to take care of the child.

And

5. Your household income is not greater than \$58,000. Household income is demonstrated by disclosing gross income as shown on your most recent paystubs along with your spouse, domestic partner or other adults contributing to household income, if applicable. Additionally, your most recent tax return is used to verify your prior year household income.

Eligibility is verified at the time of application to the Clifton School and annually in April for the upcoming school year. At that time, parents who receive the subsidy will be notified by The Clifton School to re-submit income verification documents in order to retain their eligibility.

Significant Change in Household Income: A significant change in household income during the year will affect the amount of the subsidy awarded. Examples of when this may be experienced include when a spouse who formerly did not work starts a new job or a working parent or contributing household member receives a significant salary increase (beyond standard merit increase). Recipients who experience such an increase are required to immediately re-apply by completing the application and submitting updated documentation to The Clifton School for Emory review. Failure to do so is considered misrepresentation and may be grounds for disciplinary action.

Subsidy Scale

A sliding scale based on household income is used to determine subsidy awards:

Total Household Income	Subsidy
Under \$34,500	50%
\$34,500 - \$39,999	40%
\$40,000 - \$47,999	30%
\$48,000 - \$58,000	15%
Over \$58,000	0%

How to Apply

Application for subsidy is completed when a parent has been informed that The Clifton School has a designated slot available for a child or during the school's annual renewal period (April) if a child is already enrolled. In order to apply for a subsidy, an employee must submit an [application form](#) provided by The Clifton School and attach copies of supporting documentation as requested in the application. Additional supporting documents may be requested to confirm eligibility. All employees applying for subsidy must acknowledge that all of the information they have provided is truthful and correct to the best of their knowledge.

These documents are submitted to Central Human Resources Benefits for review by Human Resources. Notification of subsidy status to both the employee and to The Clifton School will be made in writing within 5 days of application. Questions regarding subsidy process, eligibility determination and/or subsidy amount should be directed to Emory University Human Resources, Benefits and Work Life department

Annual Renewal

All employees who receive a child care subsidy are required to re-submit paperwork outlined above on an annual basis during The Clifton School renewal period in April to re-qualify for the following school term. The documents will be re-submitted to Central Human Resources Benefits for re-evaluation. Notification of subsidy status will be made in writing within 5 days of annual renewal. Questions

regarding renewal should be directed to Emory University Human Resources, Benefits and Work Life department.

Failure to re-apply for subsidy will result in automatic termination of the subsidy.

Contacts

The Clifton School, Clifton Campus: (404) 636-4073

The Clifton School, Clairmont Campus: (404)315-6340

Emory University Payroll: (404) 727-6100

Emory University Benefits & Work Life: (404) 727-7613

Frequently Asked Questions

- 1. Who can I contact if I still have questions about The Clifton School Subsidy, eligibility or the process?** Questions regarding the subsidy should be directed to Emory Work Life Resource Center.
- 2. Can I apply if my baby is not born yet? Can I apply if my child has not yet been assigned a slot at The Clifton School?**
No. Application for the subsidy should be completed only after a child has been assigned a space at The Clifton School.
- 3. Can I use the subsidy at any other child care center or provider other than at The Clifton School?**
No. The child care subsidy that is offered by Emory University can only be applied at The Clifton School.
- 4. Can I use the subsidy to help pay for child care at The Clifton School if my spouse/partner is not working?**
No. Households cannot have a stay at home parent/guardian who is capable of taking care of the child. Eligible households are: single parent/guardian households; households in which parents/guardians are either working full time or enrolled full time in an accredited education or training program or a household in which a parent/guardian has a disability which limits his/her ability to take care of the child.
- 5. Can the subsidy be used to help cover expenses such as afterschool care, pre-kindergarten and summer camp at The Clifton School?**
The subsidy can be applied towards tuition for children aged Infant through Pre-Kindergarten, aftercare expenses for children enrolled in the Georgia Lottery Pre-Kindergarten and Summer Camp for children enrolled in early education programming the remainder of the year at The Clifton School.
- 6. What if my spouse or my child's other parent also works at Emory University?**
Only one parent is needed to apply. The award is based on gross household income of both parents regardless of if they both work for the University.

7. What information will I need to complete my application?

Minimally, subsidy applicants will need to submit their two most recent paystubs and latest federal tax return (or comparable document if originating from another country). Additional information may be required which documents other financial assistance including but not limited to; child support, ministerial housing allowance, sponsorships, and internships.

8. Why does Emory need to see my federal tax return?

Your federal tax return is used to verify your children are your tax dependents and your usual household income.

9. How do I know that my application has been received and when will I be notified? Your completed application and supporting documentation should be provided to Emory Human Resources Benefits & Work Life department for processing. You will be notified when Emory has made a determination regarding your application.

10. How frequently do I need to re-apply for the subsidy? What happens if I forget to re-apply? Will I receive a reminder to re-apply?

Re-application of the subsidy is required to be completed each year in April and when there has been a significant change in household income (beyond an annual merit increase). You will be notified by The Clifton School when it's time for annual renewal.

11. What happens if I forget to report a substantial change in income during the year?

Subsidy recipients who experience a substantial change in increase during the year are required to immediately re-apply by completing the application and submitting updated documentation to Central Human Resources Benefit for review. Failure to report a substantial increase in income will result in an automatic loss of the subsidy and possible disciplinary action.

12. How is the subsidy paid? The subsidy is paid each pay cycle by Emory University Payroll directly to The Clifton School.

13. Is the subsidy considered additional compensation, making it subject to any tax implications?

The Child Care Subsidy and Dependent Care is not taxable unless combined they go over \$5000. Therefore, any amount above \$5,000 is considered taxable.

14. What happens if I leave the university? Does my eligibility for the subsidy stop?

Yes. Since tuition for The Clifton School is paid for through payroll deduction, the subsidy will automatically stop at time of termination.

15. Can I use funds set aside in my Dependent Care Flexible Spending Account and the subsidy to pay for child care expenses at The Clifton School?

Yes, funds can be used from a Dependent Care Flexible Spending Account along with the subsidy to pay for child care expenses.