



Child Care Subsidy

Emory offers a childcare subsidy for eligible employees who need financial support with tuition expenses at The Clifton School, Early Emory or Primrose at Emory Healthcare-Northlake Campus. 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, Early Emory, and Primrose at Emory Healthcare-Northlake Campus. The childcare subsidy can only be applied at The Clifton School (either Clifton or Clairmont Campus), Early Emory or Primrose at Emory Healthcare-Northlake Campus.

Eligibility

To be eligible for an Emory University/Emory Healthcare childcare subsidy at The Clifton School, Early Emory, and Primrose at Emory Healthcare-Northlake Campus, you must meet all of the criteria below:

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

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, Early Emory and Primrose at Emory Healthcare-Northlake Campus. 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, Early Emory and Primrose at Emory Healthcare-Northlake Campus 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. Employee income cannot be greater than \$60,000. Income is demonstrated by disclosing gross income as shown on your most recent paystubs.

Eligibility is verified at the time of application to The Clifton School, Early Emory, and Primrose at Emory Healthcare-Northlake Campus and annually in April for the upcoming school year. At that time, parents who receive the subsidy will be notified by The Clifton School (either Clifton or Clairmont Campus), Early Emory or Primrose at Emory Healthcare-Northlake Campus to re-submit income verification documents 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. This type of change may occur when an employee 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 Emory University Benefits and WorkLife for 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:

Employee Income	Subsidy
Under \$40,000	45%
\$40,000 - \$60,000	20%
Over \$60,000	0%

How to Apply

Application for subsidy is completed when a parent has been informed that The Clifton School, Early Emory, or Primrose at Emory Healthcare-Northlake Campus has a designated slot available for a child or during the school's annual renewal period (April) if a child is already enrolled. To apply for a subsidy, an employee must submit an application form provided by The Clifton School, Early Emory or Primrose at Emory Healthcare-Northlake Campus 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 the information they have provided is truthful and correct to the best of their knowledge.

These documents are submitted to Emory University Benefits and WorkLife department for review. Notification of subsidy status to both the employee and to The Clifton School, Early Emory or Primrose at Emory Healthcare-Northlake Campus 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 Benefits and WorkLife department.

Annual Renewal

All employees who receive a childcare subsidy are required to re-submit paperwork outlined above on an annual basis during The Clifton School, Early Emory or Primrose at Emory Healthcare-Northlake

Campus renewal period in April to re-qualify for the following school term. The documents will be re-submitted to Emory University, Benefits and WorkLife department 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 Benefits and WorkLife 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

Early Emory: (404) 727-3964

Primrose at Emory Healthcare Northlake: 678-884-2727

Emory University Payroll: (404) 727-6100

Emory University Benefits and WorkLife: (404) 727-7613

Frequently Asked Questions

- 1. Who can I contact if I still have questions about The Clifton School, Early Emory or Primrose at Emory Healthcare-Northlake Campus, eligibility, or the process?** Questions regarding the subsidy should be directed to Emory University Benefits and WorkLife Department.
- 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, Early Emory, or Primrose at Emory Healthcare-Northlake Campus?**
No. Application for the subsidy should be completed only after a child has been assigned a space at The Clifton School or Early Emory.
- 3. Can I use the subsidy at any other childcare center or provider other than at The Clifton School, Early Emory or Primrose at Emory Healthcare-Northlake Campus?** No. The childcare subsidy that is offered by Emory University can only be applied at The Clifton School, Early Emory or Primrose at Emory Healthcare-Northlake Campus.
- 4. Can I use the subsidy to help pay for childcare at The Clifton School or Early Emory 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, Early Emory and Primrose at Emory Healthcare-Northlake Campus?**
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, Early Emory, or Primrose at Emory Healthcare-Northlake Campus.

6. What if my spouse or my child's other parent also works at Emory University or Emory Healthcare?

Only one parent income is needed to apply. The award is based on one income of the employee applying regardless of if they both work for the University or Emory Healthcare.

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

Subsidy applicants will need to submit their two most recent paystubs.

8. 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 University Benefits and WorkLife department for processing. You will be notified when Emory has made a determination regarding your application.

9. 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 your income (beyond an annual merit increase). You will be notified by The Clifton School, Early Emory, or Primrose at Emory Healthcare-Northlake Campus when it's time for annual renewal.

10. 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.

11. How is the subsidy paid? The subsidy is paid each pay cycle by Emory University Payroll directly to The Clifton School or Early Emory. Primrose will submit an invoice directly to Emory outside of the payroll process and the subsidy amount will be paid accordingly.

12. 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.

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

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

14. Can I use funds set aside in my Dependent Care Flexible Spending Account and the subsidy to pay for childcare expenses at The Clifton School, Early Emory or Primrose?

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