We are delighted to announce that NYU will continue to offer the Child Care Scholarship Program to assist full time faculty, full time administrators and full time professional research staff with the costs of child care for pre-school age children during Calendar Year 2018.

The Child Care Scholarship Program is a need based scholarship available to eligible full-time faculty; administrators and professional research staff whose total household income was $130,000 or less during 2016 and not expected to exceed $130,000 for 2017. Scholarship awards can be used for a variety of child care situations including in-home care, preschool tuition, child care centers, and family child care. One scholarship grant is available per eligible family per year; applicants must reapply for a Child Care Scholarship each year. Award amounts are based on the number of eligible applications received and vary from year to year; generally, scholarships awarded over the past three calendar years ranged from $1,000 to $4,000.

A scholarship committee will review all applications through a confidential review process.

The scholarship will be distributed through the NYU Dependent Care Flexible Spending Account (FSA) and therefore will not be included in a grantee’s taxable income. If you receive a Scholarship, you may also be eligible to elect to make additional contributions to your Dependent Care FSA from your wages on a pre-tax basis.

To be considered eligible for a Child Care Scholarship for calendar year 2018, you must meet the following requirements:

- You must be a full time Faculty Member, full time Administrator, or full time Research Staff (Post Doctorate Fellows are not eligible).
- Your total household income for 2016 and projected 2017 income may not exceed $130,000.
- You must be a single parent or your spouse/domestic partner must be employed, actively seeking employment, disabled, or a full-time student.
- Your child(ren) must be under five (5) years of age as of January 1, 2018.
- Your child must be cared for in a licensed family child care home, child care center, nursery school, or in your own home.
- Your child care provider must provide a Tax Identification or Social Security number and must report the child care income on their tax return.
- Your caregiver cannot be your spouse, domestic partner, or dependent.

The scholarship grant is distributed to you through the NYU Dependent Care Flexible Spending Account (FSA) and is therefore not included in your taxable income.

If you qualify for a Child Care Scholarship, you are responsible for understanding and complying with the rules and regulations that govern NYU’s Dependent Care FSA plan.

Federal tax law has strict rules about the use of these accounts, including the “use it or lose it” rule which requires that you forfeit any funds remaining in your Dependent Care FSA at the end of the Plan Year. These rules must be followed without exception.
If you receive a Child Care Scholarship, you may also be eligible to elect to make additional contributions to your Dependent Care FSA from your wages on a pre-tax basis. If you choose to do so, the amount must be elected during the Annual Enrollment period (fall 2017) and you need to be sure that the total of the scholarship plus your contribution does not exceed the maximum annual total of $5,000 per family ($2,500 if you are married and file taxes separately).

Your additional contributions, if any, may be used to reimburse dependent care expenses incurred for the care of your dependent children eligible through the Child Care Scholarship Program or for the care of your other eligible dependents’ expenses which are also eligible for reimbursement from your Dependent Care FSA.

For specific details on the IRS rules governing dependent care expenses that can be reimbursed from a Dependent Care Flexible Spending Account, see IRS Publication 503, “Child and Dependent Care Expenses” found at www.irs.gov. For more information about the NYU Dependent Care Flexible Spending Account, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465)

**HOW THE AWARD WILL BE PAID**

- Your scholarship, as well as any money you decide to contribute to an NYU Dependent Care FSA during the fall Annual Enrollment period, is divided by 12 and credited to your Dependent Care FSA on a per-pay-period basis throughout the plan year. It will be paid to you on a reimbursement basis.

- Once the money is credited to your Dependent Care FSA, you may request reimbursement by filing a claim with WageWorks at wageworks.com or 877-924-3967. WageWorks administers dependent care claims reimbursements for the Child Care Scholarship based on the same rules and regulations governing Dependent Care FSAs.

- Payments from the Dependent Care FSA can only be made to you personally. You must pay the care provider directly and file for reimbursement from the Account. When requesting reimbursement for qualifying child care expenses, you must provide the name of your child care provider and documentation that the expense meets eligibility requirements and has already been incurred. “Incurred” means you have both paid for and received the service. The total annual award amount accrues on a monthly basis, and reimbursement is limited to the portion of your award that has actually accrued as of the date your reimbursement request is processed.

- If you have any questions, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465)

**NOTIFICATION OF AWARD**

If you are awarded a Child Care Scholarship, the scholarship will be used to reimburse you for child care expenses incurred for the period of January 1, 2018 through December 31, 2018. Notification will be communicated exclusively through the applicant’s NYU email only; notification will not be sent to the home address. Notification will be sent by October 23, 2017.

**APPLICATION PERIOD**

The application period for the Child Care Scholarship Program begins August 28, 2017 at 9:00 a.m. through September 11, 2017 at 11:59 p.m.