New York University

Child Care Fund for Faculty Assistance Program Summary

For eligible faculty with an annual base salary greater than or equal to $120,000

OVERVIEW

NYU offers a Child Care Fund for Faculty Assistance Program for NYU-NY regular, full-time tenured, tenure-track, and continuing contract faculty to assist with child care expenses for children age three and under.

Eligible faculty members with an annual base salary of $120,000 or more who submit an approved application may receive a grant in the amount of up to $2,000 per eligible child for substantiated eligible child care expenses. The grant will be received in the form of an employer contribution to the University’s Dependent Care Flexible Spending Account (DCFSA) Plan. Grants received in excess of the DCFSA maximum will be paid as income via payroll, subject to applicable tax withholdings, on a reimbursement basis.

If both you and your spouse or domestic partner are employed by the University, only one parent may apply for any Child Care assistance program administered by NYU, such that one award is to be provided per family.

ELIGIBILITY

Child Care Fund for Faculty Assistance eligibility criteria:

- You are an NYU-NY regular, full-time tenured, tenure-track, or continuing contract faculty member with an annual base salary of $120,000 or more.
- You are a single parent or your spouse/domestic partner is employed, actively seeking employment, disabled, or a full-time student.
- Each child for whom you are submitting a Child Care Fund for Faculty Assistant Program application resides with you, is your legal dependent as defined by IRS regulations and for whom you are entitled to a personal tax exemption as a dependent. If you are divorced, your child must live with you at least 6 months of the year.
- Your child(ren) must be age three (3) or younger as of January 1 of the program year.
- You have estimated eligible child care expenses of up to $2,000 per eligible child during the program year.
- Your child(ren) must be listed as your dependent in the New York University Benefits Resource Center (BRC), with a copy of his or her birth certificate or certificate of adoption no later than the close of the application period. If your child is covered under the NYU medical plan, no action is needed. If your child is not covered, follow these instructions to Add Dependent(s) to NYU Benefits Resource Center.
ELIGIBLE CHILD CARE ARRANGEMENTS AND EXPENSES

- Your child may be cared for in a licensed family child care home, child care center, nursery school, or in your own home.
- Your caregiver cannot be your spouse, domestic partner, or dependent.
- Your child care provider must provide a Tax Identification or Social Security number as required by the Internal Revenue Code.

HOW TO APPLY FOR A CCFF GRANT

- You must submit a complete Child Care Fund for Faculty Assistance Program online application during the announced annual application period, which will generally be held beginning mid-August through mid-September for the following program year, e.g., applications submitted in summer 2020 would be for the 2021 program year. Information submitted on the online application will be kept strictly confidential.
- Your child(ren) must be listed as your dependent in the New York University Benefits Resource Center (BRC), with a copy of his or her birth certificate or certificate of adoption no later than the close of the application period. If your child is covered under the NYU medical plan, no action is needed. If your child is not covered, follow these instructions to Add Dependent(s) to NYU Benefits Resource Center.
- Grants are provided on an annual basis. You must apply each year if you wish to receive a grant.

NOTIFICATION OF APPROVED APPLICATION

Faculty who are approved to receive a child care grant will be notified via their NYU email in mid-October, prior to the University’s Benefits Annual Enrollment Period.

GRANT DISBURSEMENT

Eligible faculty will receive their child care grant through an employer contribution to an NYU Dependent Care Flexible Spending Account (FSA). A Dependent Care FSA is a pre-tax benefit account used for reimbursement of eligible child care expenses.

- A grant made available through a Dependent Care FSA may be claimed as the funds are made available on a pro-rated basis throughout the program year. For example, if approved for an annual subsidy of $2,000, $166.67 would become available each month. Then, the grant may be claimed via the instructions in the section “How to Claim a Grant.”
- Faculty members may elect to contribute their own pre-tax dollars to the Dependent Care FSA for the difference between their subsidy and the Dependent Care FSA plan maximum. For individuals with an annual salary over $120,000, the current plan maximum is $2,600. However, this may change due to the results of annual non-discrimination testing.
Faculty members with two or more children aged 3 and under may receive the grant amount in excess of the Dependent Care FSA plan maximum as taxable income per the instructions in the section “How to Claim a Grant.”

It is recommended that you consult your tax professional and IRS Publication 503 for guidance on contributing to a Dependent Care FSA.

**HOW TO CLAIM A GRANT**

- WageWorks administers dependent care claim reimbursements for the Child Care Fund for Faculty Assistance Program based on the same rules and regulations governing Dependent Care FSAs.
- Your grant, as well as any money you elect to contribute to an NYU Dependent Care FSA, accrues on a monthly basis within your WageWorks account. Reimbursement is limited to the amount that has actually accrued as of the date your reimbursement request is processed. For example, if approved for an annual grant of $2,000, $166.67 would become available each month.
- Once expenses have been incurred, you may request reimbursement by filing a claim with WageWorks. “Incurred” means you have both paid for and received the service.
- Expenses must be incurred during the calendar year (program year) following the application period.
- Please review the Guide to Claim Funds document. Information regarding claims submission to the Dependent Care Flexible Spending Account can also be found on the WageWorks website. If you have two or more eligible children, see “Two or More Eligible Children” section below.
- Faculty members who receive a grant through the Dependent Care FSA are responsible for understanding and complying with the rules and regulations that govern the NYU Dependent Care FSA Plan.

**Two or More Eligible Children**

- If you have two or more eligible children, your eligible grant amount may be in excess of the DCFSA maximum. Grant funds in excess of the DCFSA maximum will be paid as income via payroll, subject to applicable tax withholdings, on a reimbursement basis.
- Please review your Guide to Claim Funds document, which includes DCFSA and instructions for your taxable income portion.
- Grant funds paid on a reimbursement basis will be provided in accordance with the University’s standard payroll schedule. A Reimbursement Form with supporting documentation may be submitted once child care expenses have been incurred. “Incurred” means you have both paid for and received the service. Reimbursements will be processed on a quarterly basis per the schedule below:

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<thead>
<tr>
<th>Payroll Date</th>
<th>Completed reimbursement form with supporting documentation must be received by:</th>
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</thead>
<tbody>
<tr>
<td>March 1</td>
<td>February 15</td>
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<tr>
<td>June 1</td>
<td>May 15</td>
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<tr>
<td>September 1</td>
<td>August 15</td>
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<tr>
<td>December 1</td>
<td>November 15</td>
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If you have any questions, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).