Beginning in 2019, NYU offers a Child Care Fund for Faculty Program to assist full-time tenured, tenure-track, and continuing contract faculty with the costs of child care for children age three and under.

Full-time tenured, tenure-track, and continuing contract faculty who have an annual base salary of less than $120,000 may apply to receive an annual child care subsidy of $3,500 for each eligible child. Those with an annual base salary of $120,000 or more may apply to receive an annual child care subsidy of $2,000 for each eligible child.

Through the NYU Dependent Care Flexible Spending Account Plan (DCFSA), the maximum allowable subsidy amount will be provided to eligible faculty on a pre-tax basis through monthly installments to a Dependent Care Flexible Spending Account administered by WageWorks. For faculty members with two or more eligible children, a portion of the subsidy may be provided as taxable income. Subsidies granted can be used for a variety of child care situations including in-home care, pre-school tuition, child care centers, family child care, etc. and follow the same guidelines DCFSA.

If both you and your spouse or domestic partner are employed by the University, only one award is provided per child.

Child Care Fund for Faculty eligibility criteria:

• You must be a full-time tenured, tenure-track, or continuing contract faculty member.
• You must be a single parent or your spouse/domestic partner must be employed, actively seeking employment, disabled, or a full-time student.
• An eligible child is one who resides with you and for whom you are entitled to a personal tax exemption as a dependent. If you are divorced and your child lives with you, your child is eligible even if you have permitted the noncustodial parent to take the exemption.
• Your child(ren) must be age three (3) and under as of January 1 of the program year.
• Your child(ren) must be on file in the New York University Benefits Resource Center (BRC). If your child(ren) is covered under an NYU medical plan, he/she is already registered, and no action is needed. If not, your child must be registered no later than the close of the application period.
• 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 and must report the child care income on their tax return.
• You must submit a complete Child Care Fund for Faculty online application during the announced annual application period, which will generally be held beginning August 15 and will continue through September 15 and will be for the following program year, e.g., applications submitted during August 15 through September 15, 2018 would be for the 2019 program year.
• Childcare must be provided in the United States.

The maximum allowable subsidy will be allocated and available to you monthly through the NYU Dependent Care Flexible Spending Account (DCFSA) and is therefore not included in your taxable income. A Dependent Care Flexible
Spending Account will be automatically opened for you. If applicable, the remainder of the award will be provided to you in a lump sum through your paycheck in January of the program year. This lump sum will be subject to applicable tax withholding. The chart below outlines the potential subsidy amount to be deposited into a DCFSA and/or lump sum based on salary and number of eligible children:

<table>
<thead>
<tr>
<th>Salary</th>
<th>Child Care Fund subsidy provided through Dependent Care Flexible Spending Account</th>
<th>Child Care Fund subsidy provided through taxable income via payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $120,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 eligible child</td>
<td>$3,500</td>
<td>$0</td>
</tr>
<tr>
<td>2 eligible children</td>
<td>$5,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>3 eligible children</td>
<td>$5,000</td>
<td>$5,500</td>
</tr>
<tr>
<td>≥ $120,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 eligible child</td>
<td>$2,000</td>
<td>$0</td>
</tr>
<tr>
<td>2 eligible children</td>
<td>$2,600</td>
<td>$1,400</td>
</tr>
<tr>
<td>3 eligible children</td>
<td>$2,600</td>
<td>$3,400</td>
</tr>
</tbody>
</table>

You are responsible for understanding the rules and regulations that govern NYU’s Dependent Care Flexible Spending Account (DCFSA). Federal tax law has strict rules about the use of these accounts, allowable contributions and limits, and the “use it or lose it” rule which requires that you forfeit any unclaimed funds remaining in your Dependent Care FSA at the end of the claims submission period. Review the 2019 Benefits Guide or Flexible Spending Account Summary Plan Description (PDF) for details. Claims for the 2019 program year must be submitted to WageWorks by March 31, 2020.

If you have questions about the NYU Dependent Care Flexible Spending Account, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

**HOW TO CLAIM SUBSIDY**

- The subsidy amount will be deposited into your Dependent Care FSA on a monthly basis throughout the plan year.
- Once the money is credited to your Dependent Care FSA, you may request reimbursement by filing a claim with WageWorks. WageWorks administers dependent care claim reimbursements for the Child Care Funds placed in the DCFSA based on the same rules and regulations governing Dependent Care FSAs.
- Claim payments from the Dependent Care FSA can be made to you personally or directly to your provider. When requesting reimbursement for qualifying child care expenses, you must provide documentation that the expense meets eligibility requirements and has already been incurred. “Incurred” means you have both paid for and received the service.
- The Child Care Fund subsidy will be used to reimburse child care expenses incurred from January 1 through December 31 of the program year. The subsidy amount deposited into a DCFSA on your behalf accrue on a monthly basis, and reimbursement is limited to the portion of your subsidy that has accrued as of the date your reimbursement request is processed. At your discretion, you may request reimbursement monthly or allow funds to accrue before requesting reimbursement.
- If you leave the University, only child care expenses incurred through your separation date will be considered eligible for reimbursement.
- If you receive a Child Care Fund subsidy higher than the annual maximum allowable DCFSA contribution ($2,600 to $5,000 depending on your income), the remainder of your subsidy will be provided in a lump sum as taxable income in your paycheck in January of the program year.
- If you have any questions, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).
NOTIFICATION OF SUBSIDY

Notification of a subsidy will be communicated exclusively through the applicant’s NYU email only; notification will not be sent to the home address. Notification will be sent in the fall, prior to the start of the NYU Benefits Annual Enrollment period. The subsidy provided can be viewed in the Benefits Resource Center during Annual Enrollment on your confirmation statement which can be downloaded after your enrollment is completed.

APPLICATION PERIOD

The application period for the Child Care Fund for Faculty will be announced to eligible faculty annually and will generally begin on or about August 15 and continue through September 15, for the following program year.