We are delighted to announce that NYU will continue to offer the Child Care Scholarship Program to assist full-time administrators, full-time professional research staff, and full-time visiting faculty with the costs of child care for preschool age children during calendar year 2019.

The Child Care Scholarship Program is a need based scholarship available to eligible full-time administrators, professional research staff, and visiting faculty whose total household income was $130,000 or less during 2017 and not expected to exceed $130,000 for 2018. Scholarship awards can be used for a variety of child care situations including in-home care, pre-school 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 (DCFSA) 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 2019, you must meet the following requirements:

- You must be a full-time administrator, full-time research staff, or visiting faculty member (post doctorate fellows are not eligible).
- Your total household income for 2017 and projected 2018 income may not exceed $130,000.
- 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 (September 10, 2018).
  1. To register your child(ren), email askpeoplelink@nyu.edu from your NYU email address with the subject, “Register Dependent for Child Care Scholarship.” Within the email:
     a) Include the best phone number to reach you.
     b) Attach proof of relationship (typically a copy of a birth certificate or adoption papers).
  2. You will receive the automatic email with a case reference number from PeopleLink. Please have your dependent(s) Social Security Number (SSN) on hand. PeopleLink will call you in order for you to provide your child(ren)’s SSN over the phone. If you miss the call, please call PeopleLink as soon as possible at 212-992-LINK (5465) to complete registration. Please do not send a Social Security Number via email.
- 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 five (5) years of age or younger as of January 1, 2019 and is someone you claim as a dependent on your tax return.
- 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 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 2018) 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 may decide to contribute to an NYU Dependent Care FSA during the fall Annual Enrollment period is divided into installments and credited to your Dependent Care FSA based on your salary pay schedule throughout the plan year (either monthly or semi-monthly).

- 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, 2019 through December 31, 2019. 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 22, 2018.

**APPLICATION PERIOD**

The application period for the Child Care Scholarship Program begins August 27, 2018 at 9:00 a.m. through September 10, 2018 at 11:59 p.m.