

Child Care Scholarship Program Summary 2021

OVERVIEW

NYU offers a Child Care Scholarship Program to assist full-time administrators, full-time professional research staff, “other” faculty, and full-time visiting faculty with child care expenses for children age five and under.

Eligible full-time administrators, professional research staff, “other” faculty, and visiting faculty whose total household income was \$130,000 or less during 2019 and not expected to exceed \$130,000 for 2020 may submit an application. Scholarship amounts are based on the number of eligible applications received and vary from year to year; generally, over the past three calendar years scholarships 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 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.

ELIGIBILITY

Child Care Scholarship eligibility criteria:

- You are an NYU-NY regular, full-time administrator, professional research staff, “other” faculty member, or visiting faculty member (post doctorate fellows are not eligible).
- Your total household income for 2019 and projected 2020 income may not exceed \$130,000.
- You are a single parent or your spouse/domestic partner is employed, actively seeking employment, disabled, or a full-time student.
- The child(ren) for whom you are submitting a Child Care Scholarship 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 five (5) years of age or younger as of January 1 of the program year.
- You have estimated child care expenses for your eligible child(ren) 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](#).
- You must provide page 1 and page 2 of your 2019 IRS form 1040 through the application as well as that of your spouse or partner, if filed separately.
 - If your spouse or partner is self-employed, a Schedule C or 1099 is required.
- You must upload a copy of your most recent pay slip within the application as well as a most recent pay slip of your spouse or domestic partner (if applicable).
 - If your spouse/partner is a full-time student, proof of registration is required.

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 and must report the child care income on their tax return.

HOW TO APPLY FOR A SCHOLARSHIP

- You must submit a complete Child Care Scholarship Program online application during the announced annual application period, which will generally be held at the end of 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 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](#).
- Scholarships are provided on an annual basis. You must apply each year if you wish to receive a scholarship.

NOTIFICATION OF APPROVED APPLICATION

Those who are approved to receive a child care scholarship will be notified via their NYU email in October, prior to the University's Benefits Annual Enrollment period.

SCHOLARSHIP DISBURSEMENT

Eligible recipients will receive their child care scholarship 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 scholarship 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 scholarship of \$1,200, \$100.00 would become available each month. Then, the scholarship may be claimed via the instructions in the section "How to Claim a Scholarship" below.
- Recipients may elect to contribute their own pre-tax dollars to the Dependent Care FSA for the difference between their scholarship and the Dependent Care FSA plan maximum. For individuals with an annual salary under \$120,000, the current plan maximum is \$5,000. However, this may change due to the results of annual non-discrimination testing.
- 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.

- 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 SCHOLARSHIP

- WageWorks administers dependent care claim reimbursements for the Child Care Scholarship Program based on the same rules and regulations governing Dependent Care FSAs.
- Your scholarship, 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 scholarship of \$1,200, \$100.00 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](#).
- Recipients of a scholarship through the Dependent Care FSA are responsible for understanding and complying with the rules and regulations that govern the NYU Dependent Care FSA Plan.

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