

Overview for COVID-19 Child Care Grant for Academic Year 2020-2021

For the academic year 2020-2021 (AY 2020-2021), NYU has established a grant to provide temporary support for a limited number of families at NYU who are full-time faculty and employees facing increased costs in child care expenses due to COVID-19. Once the AY 2020-2021 ends, this grant will expire. Applications will be accepted on a rolling basis and will be reviewed based on the eligibility criteria and the availability of funds. The grant will be made available on a reimbursement basis of up to \$1,800 per family, subject to applicable tax withholdings. The grant is only intended for child care expenses incurred during AY 2020-2021 (beginning 9/1/2020 and ending 6/30/2021) that are new or are incremental costs incurred as a result of ordinary child care being impacted due to COVID-19-related child care/school disruptions or closures. The grant is not intended to subsidize regular child care costs. Grants will be awarded until the maximum grant pool has been reached.

Eligibility criteria to apply for temporary COVID-19 Child Care Grant (all criteria must be met):

- Must be a NYU-NY full-time faculty, administrator, professional researcher or staff during AY 2020-2021.
- You are a parent/legal guardian of a child(ren) whose age in calendar year 2020 is 10 years and under (or under age 18 for a child(ren) who has an Individualized Family Service Plan [IFSP], an Individualized Education Program [IEP], or a 504 Plan).
 - If both parents/legal guardians are employed at NYU, one grant will be awarded per family.
- Your annual total compensation (including additional compensation, bonus, overtime, etc.) in 2019 is less than \$130,000. For employees hired after 1/1/2020, your anticipated annual total compensation for 2020 should be less than \$130,000. (To find out your annual total compensation, visit [NYUHome](#) and click PeopleSync under the Work tab or Academics tab. Note: Faculty and staff are required to use NYU Multi-Factor Authentication to access PeopleSync.)
- You are a single parent or your spouse/domestic partner is either employed on a full-time basis, disabled, or a full-time student.
- You are not on a leave of absence or sabbatical during AY 2020-2021 at the time the child care expenses are incurred, unless it is a leave under the Family Medical Leave Act (FMLA) or other legally job-protected leave (e.g. Workload Relief).
- Your caregiver cannot be your spouse, domestic partner, or dependent.
- You were not eligible for and did not receive one of the existing NYU child care programs in 2020 and/or 2021, i.e., Child Care Fund for Faculty Subsidy Program, Child Care Fund for Faculty Assistance Program, Child Care Scholarship Program, or Child Care Subsidy Program.
- You anticipate to incur or have incurred child care expenses during AY 2020-2021 (beginning 9/1/2020 and ending 6/30/2021) due to COVID-19-related child care/school disruptions or closures. These expenses should be new or incremental costs incurred as a result of ordinary child care being impacted by COVID-19. You will be asked to submit

receipts, in order to receive the reimbursement(s). Allowable expenses for reimbursement are:

- Child care or instructional support (i.e. teacher, tutor, facilitator, etc., not including technology, equipment nor materials) for dependent children age 4 through 10 years during typical hours when children would have been in-person at school OR
- Child care for dependent children age 5 years and under during typical hours when children would have been in-person at a child care center, family child care home, or with a sitter/nanny OR
- Special education or therapeutic services (i.e. physical, occupational, or speech therapy) for dependent children under 18 years that typically would be provided through the state's Early Intervention Program or through the local school district and have been disrupted due to COVID-19
- Your child(ren) must be listed as your dependent(s) in the New York University Benefits Resource Center (BRC), with a copy of their birth certificate or certificate of adoption on file with PeopleLink -- askpeoplelink@nyu.edu or 212-992-LINK (5465). If your child is covered under an NYU medical plan, no action is required. If your child is not covered, follow these instructions to [Add Dependent\(s\) to NYU Benefits Resource Center](#).

How to Apply:

- You must submit an [online application](#) during the application period of November 2, 2020 through June 30, 2021. Applications will be accepted on a rolling basis based on the availability of funds. Information submitted will be kept strictly confidential.
- For families with a child(ren) who has an Individualized Family Service Plan [IFSP], an Individualized Education Program [IEP], or a 504 Plan, you will be asked to confirm that your child(ren) is receiving special education services.

Notification of Completed Application Review:

- Applications will be reviewed based on the eligibility criteria during the application period.
- You will be notified via NYU email whether your application has been accepted or denied based on the eligibility criteria and/or the availability of funds. An application that has been accepted is not a guarantee of a grant.
 - Grants will be issued as reimbursements up to \$1,800 per family, subject to applicable tax withholdings, pending submission of receipts documenting eligible incurred child care expenses during AY 2020-2021 due to COVID-19-related child care/school disruptions or closures.

Payment of Approved Child Care Expense Reimbursement:

- Once you have received notification that your application has been approved, a Reimbursement Form (the link will be in your notification) may be submitted for approval once eligible child care expenses of \$200 or more have been incurred. Approved reimbursements will be issued for amounts no less than \$200, up to \$1,800 per family, subject to applicable tax withholdings.
 - It is recommended that you consult your tax professional for the individual impact this might have on how you file your taxes.
- Include receipts documenting incurred child care expenses during AY 2020-2021 (beginning 9/1/2020 and ending 6/30/2021) due to COVID-19-related child care/school disruptions or closures.
 - Receipts should include the name, address and telephone number of the child care provider, along with the date(s) and hour(s) of service, and the amount(s) paid.
 - The child care provider(s) must provide a signature on their section of the Reimbursement Form.
- The Reimbursement Form and all receipts documenting incurred child care expenses during AY 2020-2021 (beginning 9/1/2020 and ending 6/30/2021) due to COVID-19-related child care/school disruptions or closures must be submitted by July 15, 2021.
- The grant, not to exceed \$1,800 per family during AY 2020-2021, will be paid as income via payroll, subject to applicable tax withholdings, on a reimbursement basis and in accordance with the University's standard payroll schedule.

Questions should be directed to PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).