

# Emory Child Care Subsidy Application

The Clifton School

Early Emory

To be eligible for a child care tuition subsidy at The Clifton School or Early Emory, you must meet the following criteria:

- Employed in a regular, benefit eligible position working at least 36 hours per week
- Legally dependent child
- Household income not greater than \$58,000 annually
- May not have a stay at home parent or guardian capable of caring for child(ren)

## Subsidy Scale

Household Income	Subsidy
<\$34,500	50%
\$34,500-\$40,000	40%
\$40,001-\$48,000	30%
\$48,001 - \$58,000	15%

## Section 1 - Employee Information

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Email: \_\_\_\_\_

Employer:  Emory University  Emory Healthcare

Initial application  Annual Renewal  Re-evaluation (Significant Income Change)

## Section 2 – Family Unit Information

Marital Status (check one):

Single  Married  Separated / Divorced  Cohabiting Partner

Reason for Care based on status of spouse, partner or other legal guardian or contributing household member:

Working Full Time  Attending School Full Time  Disabled

## Section 3 – Supporting Documentation (documents in bold are required)

- Recent Tax Return
- 2 Paystubs (Employee & Spouse/Partner)
- Spouse/Partner FT school transcripts
- Child Support
- Ministerial Housing Allowance
- Other (stipend, disability, etc.\_\_\_\_)

## Section 4 – Applicant Acknowledgement

I have read the Emory University Child Care Subsidy policy and affirm the information given on this application and documentation attached is true and correct. I understand subsidy recipients are required to notify Human Resources Benefits should there be a significant increase\* in income to warrant re-evaluation of subsidy level. All information provided with this application will be verified by Human Resources. Providing false or misleading information may result in disciplinary action including the requirement to repay subsidy funds received inappropriately.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Central HR Benefits Use Only

Current Household Income \_\_\_\_\_

Subsidy Award \_\_\_\_\_

Prior Year Income \_\_\_\_\_

Approval \_\_\_\_\_

Submit application with documentation to the Benefits and WorkLife Dept., Fax 404-727-7145 or [hrbenef@emory.edu](mailto:hrbenef@emory.edu).

\*Refer to the Child Care Subsidy policy for detailed information regarding eligibility criteria and application process.