



# Child Care Subsidy Grant Program 2021

Swarthmore College established the Child Care Subsidy Grant (CCSG) Program to help support parents and caregivers in managing the costs of child care.

## HOW IT WORKS

The CCSG Program offers grants of **up to \$3,000** annually (**up to \$1,500** for part-time employees) to benefits-eligible faculty and staff who meet eligibility criteria outlined below. Grant amounts are based on the total number of applicants in a given year as well as available funds. Those who are eligible will receive the **taxable** award in a one-time lump-sum payment, via payroll. It is expected that the award will be used to offset child care costs incurred in 2021.

## WHO IS ELIGIBLE

### Applicant\*

You are eligible to apply for the CCSG if:

- You are a College employee in a benefits-eligible position.
- You have been in a benefits-eligible position for a minimum of one year.
- You have at least one child age 6 or under as of May 28, 2021. *Families with a child (regardless of age) with a documented disability are also eligible to apply.*
- You have a household adjusted gross income of \$130,000 or less.

### Your Partner

If you are married, have a registered domestic partner, or share a household with the parent of your child(ren), they must be:

- Employed at least 50% FTE, or
- A full-time student, or
- Unemployed but actively looking for work, or
- Disabled. *Per the IRS, 2014: You are permanently and totally disabled if you cannot engage in any substantial gainful activity because of your physical or mental condition. A qualified physician must certify that the condition has lasted or can be expected to last continuously for 12 months or more, or that the condition can be expected to result in death.*

Please note that if you share a household with the other parent of your child(ren), they are considered your co-applicant. You will need to provide their financial documents in order to be considered for the CCSG.

### Your Children

Your child(ren) must be:

- Your legal dependent(s) or your “qualified person(s)” per your role as the Custodial Parent, verified by your previous year’s tax returns (this applies to foster or adopted children, per IRS *Publication 17*)
- 6 years old or younger
  - Families with a minor child over the age of six (6) **who is not physically or mentally able to care for themselves (regardless of age) are also eligible.**

## Your Income

You must have a household adjusted gross income of \$130,000 or less per year. You must prove your financial need by submitting appropriate tax and wage documentation. This includes a copy of your previous year's tax return(s) and current pay stubs reflecting current projected income

## ANNUAL GRANT AMOUNTS

Grant amounts are based on an applicant's household adjusted gross income, the number of children in the family, and their ages. Swarthmore only allows one grant per family per year, and the total cannot exceed \$3,000 for full-time employees, or \$1,500 for part-time employees. Grant amounts may change depending on the availability of funds and the number of qualified applicants. Your award confirmation letter will include the actual approved grant amount.

These tables show the maximum grant amounts for 2021. **Please note, when you receive your award, applicable taxes will be withheld:**

### Household Adjusted Gross Income Maximum Awards

Full Time Benefits Eligible (0.75-1.0 FTE)	
Up to \$85,000	\$3,000
Up to \$110,000	\$2,000
Up to \$130,000	\$1,000

Part Time Benefits Eligible (0.50-0.74 FTE)	
Up to \$85,000	\$1,500
Up to \$110,000	\$1,000
Up to \$130,000	\$500

## APPLICATION PERIODS

Grants are awarded annually and must be renewed before the new application period.

Application Period	Application Deadline	Effective Date
5/05/2021 - 5/28/2021	5/28/2021	6/16/2021 (Bi-Weekly Payroll) 6/15/2021 (Monthly Payroll)

## HOW TO APPLY

The guidelines and rules, including the application forms that govern the CCSG, can be found at [swarthmore.edu/human-resources/child-care-subsidy-grant-program](http://swarthmore.edu/human-resources/child-care-subsidy-grant-program). For additional information or assistance with completing an application, please contact a Human Resources representative at [humanresources@swarthmore.edu](mailto:humanresources@swarthmore.edu) or 610-328-8397.

Applying is easy—just follow these steps:

1. **Complete** and **sign** the application form.
2. **Enclose** copies of all applicable household income and wage documentation.
3. **Mail or email** the completed application on or before the appropriate deadline.

## **GRANT NOTIFICATION**

An official award letter will be sent to you along with instructions about how to officially accept your grant. Grant awards will be disbursed in one lump sum payment following the schedule above. **Please note, applicable taxes will be withheld.**

## **MORE INFORMATION**

For a copy of the program guidelines or if you have questions, please visit the Human Resources website at [swarthmore.edu/human-resources](http://swarthmore.edu/human-resources) or call the Human Resources office at 610-328-8397

*Please note: Swarthmore College reserves the right to change or amend this program at any time. This document does not constitute an employment contract or any promise of continued employment.*

\* Applicants who voluntarily terminate employment with the College within 6 months of having received a grant award are obligated to reimburse the College for the full amount of the subsidy.