



# Child Care Subsidy Grant Program 2024

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 \$3,744** annually for full-time benefits eligible employees (**up to \$1,872** for part-time benefits eligible employees) 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 2024.

## WHO IS ELIGIBLE

### Applicant\*

You are eligible to apply for the CCSG if you meet, or will meet, all of the following criteria by May 31, 2024:

- You are a Swarthmore College employee in a benefits-eligible position.
- You have been in a Swarthmore College benefits-eligible position for a minimum of one year.
- You have at least one biological, legally adopted, stepchild, or legal ward age 6 or under as of **May 31, 2024**. *Families with a child (regardless of age) with a documented disability are also eligible to apply.*
- You have a prior year household adjusted gross income of \$154,350 or less (per line 11 on your 2023 finalized tax return).

### Your Partner

If you are married, have a registered domestic partner, or share a household with the parent of your child(ren), as of **May 31, 2024** they must be:

- Employed at least 50% FTE, or
- A full-time student, or
- Currently unemployed but actively looking for work (not employed due to retirement does not qualify), or
- Disabled, in accordance with the [IRS definition of Permanent and Total Disability](#): *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 Household Income

You must have a prior tax year adjusted gross income of **\$154,350** or less. Adjusted Gross Income (AGI) is defined as gross income minus adjustments to income. Gross income includes your wages, dividends, capital gains, business income, retirement distributions as well as other income. Adjustments to Income include such items as Educator expenses, Student loan interest, Alimony payments or contributions to a retirement account. On your federal tax return, your AGI is usually on line 11 of your Form 1040.

You must prove your financial need by submitting appropriate tax and wage documentation. This includes a copy of your prior year's Federal Tax Return(s) for **2023** and two (2) current pay stubs for you and your spouse/partner, reflecting current income.

### ANNUAL GRANT AMOUNTS

Grant amounts are based on an applicant's household adjusted gross income and employment status. Swarthmore only allows one grant per family per year, *only one award granted if both parents work at Swarthmore*, and the total cannot exceed **\$3,744** for full-time employees, or **\$1,872** 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.

The tables below show the maximum grant amounts for **2024**. 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 \$100,800	\$3,744
Up to \$131,250	\$2,496
Up to \$154,350	\$1,248

Part Time Benefits Eligible (0.50-0.74 FTE)	
Up to \$100,800	\$1,872
Up to \$131,250	\$1,248
Up to \$154,350	\$624

### APPLICATION PERIODS

Grants are awarded annually and must be reapplied for each year.

Application Period	Application Deadline	Grant Issue Date (Paycheck Date)*
4/29/2024- 5/17/2024	No later than 5/17/2024	6/26/2024 (Bi-Weekly Payroll) 6/14/2024 (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 [benefits@swarthmore.edu](mailto:benefits@swarthmore.edu).

Applying is easy—just follow these steps:

1. **Complete** and **sign** the application form.
2. **Enclose** copies of all applicable household financial and tax documents, wage statements and children's birth certificates.
3. **Interoffice Mail, US Mail or Scan/email** the completed application on or before the appropriate deadline.

## GRANT NOTIFICATION

An official grant approval or denial letter will be sent to you, no later than the first week of June, along with instructions about how to officially accept your grant. Grant awards will be disbursed in one lump sum payment, through payroll, following the grant issue date in the application period schedule above. **Please note, applicable taxes will be withheld.**

## MORE INFORMATION

For additional information or assistance with completing an application, please contact [benefits@swarthmore.edu](mailto:benefits@swarthmore.edu).

***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.