Human Resources

Child Care Grant

Cornell University’s Child Care Grant Program helps faculty and staff pay for child care expenses by granting awards of up to $5,000 a year, tax-free.

Eligibility

To be eligible for the Grant, you must:

- Be a benefits-eligible Cornell faculty or staff member eligible to participate in Cornell’s Flexible Spending Dependent Care Account. County Extension Association employees are not eligible to apply for the Grant.
- Be unmarried or, based on IRS rules for Dependent Care Accounts, have a spouse/partner who is:
  - Employed at least part time or
  - A full-time student or
  - Considered legally disabled or
  - Unemployed but actively seeking employment: must have legal work authorization to work in the United States (work visa is required and must be attached as documentation).
- Have a total household gross income of less than $150,000 per year
- Have a child who is your legal dependent (as defined by IRS regulations), and for whom you are financially responsible or be pregnant and anticipating child care expenses for 2018.
- Have a child under age 13 or have an older child that has a documented disability-related special need.

Eligible Expenses

The grant covers eligible child care, including infant and toddler day care, pre-school/pre-K programs, school-age summer day camps/programs, and school-age before/after school care. This grant subsidy program helps you explore options and find creative solutions to some of the child care challenges you face.
**How to Apply**

**Child Care Grant Application Form**

The 2018 application period is September 4 – 29, 2017.

Please note: **Your application cannot be finalized and processed until all required supporting documentation is submitted to Benefit Services.**

(Please see below for required supporting documentation, and how to submit.)

**Required supporting documentation to submit:**

- A copy of your printed online application
- A copy of the two most recent pay slips for you and your spouse/partner.
  - *If your spouse/partner is self-employed, a Schedule C or 1099 is required*
  - *If your spouse/partner is a student, proof of registration is required*
  - *If your spouse/partner is currently looking for work, legal authorization to work in the United States (work visa) must be provided.*
  - *Note: If your total household income is not clear on the documentation provided, please include a copy of your 2016 income tax return.*

**How to submit your required supporting documentation:**

You may submit the above documents either in person, via the [Cornell Dropbox](https://dropbox.cornell.edu), or by sending via U.S. Mail (postmarked by **September 29, 2017**).

If sending by U.S. Mail, use this address:

Child Care Grant  
Cornell University  
395 Pine Tree Road  
East Hill Office Building, Suite 130  
Ithaca, New York 14850

If using the [Cornell Dropbox](https://dropbox.cornell.edu), please scan and send all pages as one document.

- Visit [dropbox.cornell.edu](https://dropbox.cornell.edu)  
- Log in with NetID  
- Click on "Prepare Upload"  
- Enter the following NetID: TR19 for Theresa Rapacki and click “Add.”  
- Click "Choose File" and upload documents  
- Click "Send"
Note: Applications and supporting documentation are due no later than the deadline of September 29, 2017 (4:30 p.m.).

**Frequently Asked Questions**

We have created an FAQ document that should clarify any questions you may have. If you still have questions after reading the document, please contact Benefit Services at (607) 255-3936.

**Student Child Care Grant**

Undergraduate and graduate/professional students can find child care grant information, guidelines and applications posted on the [Cornell Students with Children website](#).