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 2017.
- 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 2017 application period is September 1 – 30, 2016.

Applications are not complete until all required documentation is attached to your printed application and the package is submitted to Benefit Services, either in person, via the Cornell Dropbox, or by sending via U.S. Mail (postmarked by September 30, 2016).

If sending by U.S. Mail, mail to:

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](https://dropbox.cornell.edu)
- Log in with net id
- Click on Prepare Upload
- Enter in one of the following net ids: NCM26 for Nicole Kotmel or TR19 for Theresa Rapacki
- Upload documents
- Send

Your application packet consists of:

- Signature page signed by applicant and spouse/partner
- A copy of your printed online application
- A copy of the two most recent pay slips for the employee and spouse/partner.
  - If the spouse/partner is self-employed, a Schedule C or 1099 is required
  - If the spouse/partner is a student, proof of registration is required
  - To be eligible for the child care grant, any spouse/partner who is looking for work must have legal work authorization to work in the United States (work visa required and must be attached as documentation).
  - Note: If your total household income is not clear, you may be asked to provide a copy of your 2015 income tax return.

Applications received after the September 30, 2016 (4:30 p.m.) deadline will not be accepted. Incomplete applications, including any with missing documentation, will not be
considered for the Grant and will be returned.

**Frequently Asked Questions**

Contact Benefit Services at (607) 254-2910 or by email: childcare@cornell.edu if you do not find an answer to your question in the [FAQs](#) (pdf).

**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](#) or email: Marie Roller, [mr36@cornell.edu](mailto:mr36@cornell.edu).

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