

Spring 2021 COVID-19 Child Care Subsidy Request

Case Western Reserve University is offering a child care subsidy for certain benefits-eligible faculty and staff whose annual salary is under \$100,000. The subsidy is limited to \$800 per household for the spring semester to help offset childcare costs. Faculty who teach a formal course during the spring semester in any modality and staff who work full-time January 4, 2021 until the end of the spring semester (May 19, 2021) may be eligible for the subsidy. Employees must have at least one school-age child in grades K-6 enrolled in a public or private school and live in a school district that has declared remote learning for spring of 2021. This semester, the subsidy will be offered on a first come, first served basis. Employees should submit this request form to AskHR@case.edu as soon as possible. Once the full amount of reimbursable expenses have been incurred (or once the deadline arrives), receipts from the childcare facility/provider as well as certification that the school district was remote over the dates that correspond with the childcare receipt(s) should be submitted. The deadline to complete the submission is 5:00pm on May 31, 2021.

| | | | |
|------------------|--------------|--|--|
| Employee Name | | Employee ID # | |
| Dept./Mgmt. Ctr. | Job Title | <input type="checkbox"/> Staff <input type="checkbox"/> Faculty | |
| Supervisor Name | Work Phone # | CWRU Email Address | |

Please complete the below section for each child in the household by including name, grade for the 2020-2021 school year, school district, and name of the school of which they attend.

| Child's Name | Grade for 2020-2021 School Year | Name of School & District (include documentation from district and school) | Name of Childcare Facility/Provider (include receipt) | Amount |
|--------------|---------------------------------|---|--|--------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |

Total: \$

If you intend to utilize the subsidy, please submit this form to AskHR@case.edu as soon as possible. You will be required to submit the documentation from your child(ren)'s school district and school and childcare receipts by 5:00pm on May 31, 2021.

| | |
|---|-------------|
| My signature affirms that all information provided on this form is complete and true to the best of my knowledge. I acknowledge that the reimbursement is a taxable benefit and understand that it will be added to my taxable income with applicable tax withholdings being taken on my next paycheck. | |
| Employee Signature | Date |
| Faculty Only: | |
| Department Chair Signature | Date |

Additional Guidance and Information

- Do not include any children who are outside the approved grade levels on the request form. Only those in kindergarten through 6th grade will be considered.
- Only expenses for childcare for dates while school is in session and also remote will be eligible for reimbursement. Expenses for childcare costs incurred over school breaks will not be eligible.
- Acceptable documentation from the school/ district would include a printout from the website, a letter, or an email notice from the school/ district outlining the remote information and schedule.
- If the employee is submitting documentation from a childcare facility, the invoice must also show proof of payment.
- If the employee is paying an individual for childcare rather than a childcare facility, the documentation must be a statement in the following format: "*[name and address of individual] watched [name of eligible child] on [dates] between the hours of [time] and [time] for a total of [number of] hours. The child care services cost \$[amount paid for services].*"
- Final determinations will not be made and reimbursements will not be paid out to approved employees until the end of June 2021.