Emory Child Care Subsidy Application

To be eligible for a child care tuition subsidy at The Clifton School, Early Emory, or Primrose at Emory Healthcare's Northlake Campus, you must:

- be employed in a regular, benefits-eligible position at Emory, working at least 36 hours per week;
- have a legally dependent child;
- have an employee income not greater than $60,000 annually; AND
- not have a stay-at-home parent or guardian capable of caring for child(ren).

LOCATION (check one):

- ☐ Clifton School
- ☐ Early Emory
- ☐ Primrose School at Emory Healthcare Northlake

SUBSIDY SCALE:

Employee's Annual Income:	Subsidy:
<$40,000	45%
$40,000-$60,000	20%

SECTION I: EMPLOYEE INFORMATION

Name (Last, First, Mi.):

Employee ID:

APPLICATION TYPE (check one):

- ☐ Initial Application
- ☐ Annual Renewal
- ☐ Re-evaluation (Significant Income Change)

Email:

SECTION II: FAMILY UNIT INFORMATION

MARITAL STATUS (check one):

- ☐ Single
- ☐ Married
- ☐ Separated / Divorced
- ☐ Cohabitating Partner

REASON FOR CARE:
Based on status of spouse, partner, or other legal guardian or contributing household member:

- ☐ Working Full Time
- ☐ Attending School Full Time
- ☐ Disabled

SECTION III: SUPPORTING DOCUMENTATION

☐ Two pay stubs (employee)	☐
☐	☐
☐	☐

SECTION IV: APPLICANT ACKNOWLEDGMENT

I have read the **Emory University Child Care Subsidy Policy** and affirm the information given on this application and documentation attached is true and correct. I understand subsidy recipients are required to notify Human Resources Benefits should there be a significant increase* in income to warrant re-evaluation of subsidy level. All information provided with this application will be verified by Human Resources. Providing false or misleading information may result in disciplinary action including the requirement to repay subsidy funds received inappropriately.

SIGNATURE:

DATE:

Submit completed application with documentation to: Emory Human Resources, Benefits Department by fax: 404-727-7145 or email: hrbenef@emory.edu. *Refer to the Child Care Subsidy Policy for detailed information regarding eligibility criteria and application process.

CENTRAL HUMAN RESOURCES BENEFITS USE ONLY:

Current Income: Prior Year Income: Subsidy Award: Approval: