



UMass Chan
MEDICAL SCHOOL

University of Massachusetts Chan Medical School Child Care Assistance Program

July 2023 Employee Handbook & Application Packet

- This application is for Child Care Assistance Program awards beginning on July 1, 2023 and ending on June 30, 2024.
- Application deadline for all Child Care Assistance applicants is May 3, 2023.
- Applications are accepted on a first come – first served basis during the April 5 through May 3, 2023 open enrollment period. Applications will not be accepted after the May 3, 2023 deadline.
- Send completed applications to: UMass Chan Benefit Office at Benefits.UMMS@umassmed.edu .

ATTENTION: Benefit Department

Child Care Assistance Program Handbook

What is the Child Care Assistance Program?

The University of Massachusetts Chan Medical School (UMass Chan) has created the Child Care Assistance Program to help make childcare for children in pre-kindergarten or younger affordable for working parents. The Child Care Assistance Program pays a portion of childcare costs for nonunion employees at UMass Chan for any licensed childcare provider.

UMass Chan understands how difficult it can be to arrange care for young children. High quality childcare is often hard to find and even harder to pay for, especially for families with limited incomes. We hope the Child Care Assistance Program will help increase childcare options available to you as an employee.

How Does the Child Care Assistance Program Work?

The Child Care Assistance Program pays for a portion of childcare expenses at licensed day care centers and in licensed family childcare homes. The amount of assistance that the program provides is determined by your adjusted gross family income. UMass Chan Benefit Office will determine the amount you receive annually on a monthly basis based on the funds available.

You may choose any eligible licensed childcare provider. Both you and the provider must qualify for the program. You must also complete and sign enrollment forms before you can participate in the program. The eligibility requirements are included in this handbook along with all the required enrollment forms.

Am I Eligible?

If you answer "yes" to each of the questions below, you are eligible for the Child Care Assistance Program:

- Have you been employed at UMass Chan as a non-union benefited employee for more than three consecutive months prior to July 1, 2023?
- Do you work at UMass Chan in a benefit eligible position?
- Do you have a dependent child, and/or custody of at least one child, in pre-kindergarten or younger?
- If you are not the child's parent, can you provide a copy of the order granting you custody or guardianship?
- Do you need to pay for childcare in order to work at UMass Chan?
- Are both you and your spouse or partner working and earning a combined gross family income of \$84,999 or less?

- Can you provide a copy of the most recent federal income tax return for each wage earner in your household or the most recent months' worth of consecutive pay stubs for each wage earner in your household?
- Your childcare provider must be legally operating (that is, the provider must comply with all existing local, state and federal regulations that govern its type of childcare) and agree not to charge you more than other parents for childcare services. You can choose any childcare center or family childcare provider that meets these basic requirements. The assistance does not extend to childcare by a relative, a spouse or other household member, unlicensed family childcare providers, or unlicensed childcare centers.

How Much Assistance Does the Child Care Assistance Program Provide?

The amount you are eligible to receive through the Child Care Assistance Program each year is determined by your adjusted gross family income, as shown on your most recent federal income tax form, and by the number of hours you work each week at UMass Chan, based on the funds available. The table below refers to full-time non-union employees. Part-time benefited employees are eligible to receive a pro-rated amount of monthly assistance.

Adjusted family income:	Approximate annual Child Care Assistance Program assistance:	Approximate monthly Child Care Assistance Program assistance:
Under \$34,999	\$3,000	\$250
\$35,000 - \$44,999	\$2,400	\$200
\$45,000 - \$54,999	\$1,800	\$150
\$55,000 - \$64,999	\$1,200	\$100
\$65,000 – \$84,999	\$600	\$50
\$85,000 or over	Not Eligible	-----

The monthly assistance amount is added to your paycheck on a monthly basis. If you remain eligible, you will continue to receive the monthly assistance amount for the period of July through June.

Please be aware that there is a limited assistance budget, and UMass Chan may not be able to offer assistance to every family that qualifies for the Child Care Assistance Program. UMass Chan does try to give some assistance to each participant who applies by submitting a complete application and qualifies. Also, if you receive assistance from another public source, your Child Care Assistance Program assistance cannot exceed the total cost of your care. Receipt of some types of public assistance for childcare may affect your eligibility for the Child Care Assistance Program.

How Do I Apply?

The application packet contains the necessary forms to complete for enrollment. **Open enrollment period is from April 5 through May 3, 2023.** If you are eligible, the monthly assistance amount will begin effective for July 1st, 2023. Questions about the program should be

directed to UMass Chan Benefit Office. This handbook includes the following: Child Care Assistance Program Employee Application Form and Employee Participation Agreement.

Complete and sign the Child Care Assistance Program Employee Application Form and Employee Participation Agreement. The application form asks for basic information about your childcare needs and resources. It also asks you to name the provider you have selected. The participation agreement lists the conditions of the program.

If you are using a licensed childcare center or a licensed family childcare home, the following documents should be attached to your application form and participation agreement:

Please attach to the Employee Application Form:

- a photocopy of the provider's Department of Early Education and Care (EEC) license
- a copy of the fee schedule

Please attach to the Employee Participation Agreement:

- A copy of the birth certificate for each of your children in pre-kindergarten or younger participating in the Child Care Assistance Program.
- A photocopy of each household wage earners most recent federal income tax return (Form 1040, 1040A, or 1040EZ) or one month of your most recent pay stubs.
- If you are not the child's parent, a photocopy of the order granting custody or guardianship.

Return the complete set of forms (Employee Application Form and Employee Participation Agreement) and attachments to UMass Chan Benefit Office at Benefits.UMMS@umassmed.edu.

If you have any questions about eligibility, enrollment, or payment, please feel free to contact UMass Chan Benefit Office at 508-856-5260 Option 1.

By early June, the Benefit department will send you an email confirming your acceptance (with your monthly assistance amount) or denial in the program. The letter will also contain more detailed information about the payment process.

It is important for you to let the Benefit Department know immediately if you change childcare providers in the middle of the year.

When Does the Child Care Assistance Program Start?

Complete applications for the Child Care Assistance Program are due no later than May 3, 2023, and the Child Care Assistance Program begins July 1, 2023. At that time, your level of assistance for the next year is determined according to UMass Chan's scale. **There is no automatic reenrollment. You must complete an application for each annual enrollment period even if you had been enrolled during the previous annual enrollment period.**

PLEASE NOTE: Applications are accepted only during the April 5 through May 3, 2023 open enrollment period. Applications will NOT be accepted after the May 3, 2023 deadline.

How Does My Enrollment in the Dependent Care Assistance Program Affect the Child Care Assistance Program?

There are two UMass Chan programs that can help you pay for childcare. In addition to the Child Care Assistance Program, you may enroll in the Dependent Care Assistance Program (DCAP). The DCAP allows you to set aside up to \$5,000 of your salary to pay for childcare expenses tax-free each year. The Child Care Assistance Program provides payments towards your childcare expenses above and beyond your salary dollars.

You may participate in either the DCAP or the Child Care Assistance Program alone or participate in both. It is up to you. The IRS limits the total amount of assistance a single person or married couple can shelter from taxes to \$5,000 each year.

Frequently Asked Questions:

What happens when I stop working at UMass Chan @ Worcester?

The Child Care Assistance Program helps you pay for childcare only while you work at UMass Chan. The Child Care Assistance Program assistance will terminate when your employment from UMass Chan terminates.

Does my assistance change if my income level changes, or if my spouse or partner's income changes?

You are required to notify the Benefit Office within 30 days if your family income or working status changes. The program is intended to aid families in which neither spouse nor partner can be home to care for the child(ren). It is very important that UMass Chan Benefit Office have the correct, updated information to determine your Child Care Assistance Program eligibility.

Who pays taxes on the Child Care Assistance Program payments?

On a monthly basis, you will receive the assistance amount directly on your paycheck. The assistance amount is taxed when it is paid to you.

Is the program confidential?

Yes. UMass Chan recognizes that the information required for the Child Care Assistance Program participation is highly personal. Family income, size, and childcare arrangements will not be disclosed to anyone.

Do I have to withdraw from the program if I change providers?

No, you do not have to withdraw, but it is very important to notify the Benefit office of the change in childcare provider as soon as possible. As long as you provide your new childcare provider's necessary documents, you can continue to receive the assistance. You must notify UMass Chan Benefit Office as soon as possible, so that we can change your provider's information.