

# Childcare Subsidy FAQ



Boston Children’s Hospital’s (“Hospital”) Childcare Assistance policy exists to help eligible parent employees pay for certain childcare related expenses. Below is a list of frequently asked questions to provide additional information related to this policy.

<p><b>Who is eligible for the subsidy?</b></p>	<p>Hospital employees regularly scheduled to work 20 or more hours a week at the Hospital are covered under the Childcare Assistance policy. Associated Personnel, Per Diem employees, Temporary employees, and Hospital employees regularly scheduled to work less than 20 hours per week are not covered under this policy, nor eligible for this subsidy. Covered employees must also meet the following conditions to receive a subsidy:</p> <ul style="list-style-type: none"> <li>• Have an annual Hospital W-2 base salary equal to or less than \$100,000</li> <li>• Be the parent or legal guardian of an eligible child (up through age six)</li> <li>• Be submitting for eligible childcare expenses</li> <li>• Be receiving regular childcare through an licensed childcare provider</li> </ul>
<p><b>Who is considered an “eligible child”?</b></p>	<p>A child is considered “eligible” through age six if they are the biological, adopted, or foster child of the eligible employee. Alternatively, a child is considered “eligible” through age six if the eligible employee is their legal guardian. The subsidy will end the month following the child turning age seven.</p>
<p><b>What expenses are considered “eligible”?</b></p>	<p>An expense is considered “eligible” if it is incurred by an eligible employee for payment to their regular licensed childcare provider (including but not limited to Licensed Day Care Centers, Nursery School, and Before/After/Pre-School Programs), for days the employee is scheduled to work at the Hospital.</p>
<p><b>What about backup or childcare while my regular provider is closed?</b></p>	<p>This subsidy is intended for regularly scheduled, ongoing childcare programs. This subsidy is not intended for backup or emergency childcare and therefore would not be available for backup or replacement childcare while an employee’s regular childcare is closed.</p>
<p><b>What if I split my childcare between two or more licensed providers?</b></p>	<p>Employees splitting their child’s childcare between two or more licensed providers should note this on their application and provide the schedules and fees associated with all licensed providers.</p>
<p><b>How much is the subsidy?</b></p>	<p>Eligible employees regularly scheduled to work 30 or more hours per week may receive up to \$200 per month (\$2,400 per year). Eligible employees regularly scheduled to work 20 to 29.99 hours per week may receive up to \$100 a month (\$1,200 a year).</p>
<p><b>Is this subsidy considered taxable income?</b></p>	<p>Yes, any subsidy received will be considered taxable income. However, it will not be considered income for purposes of determining other Hospital benefits including retirement benefits, life or disability insurance or benefits provided un the Massachusetts Paid Family and Medical Leave.</p>
<p><b>How will I receive the subsidy?</b></p>	<p>Employees will receive the subsidy through Hospital payroll. Employees will receive this payment on a monthly basis in the second paycheck of the month.</p>
<p><b>When can I apply for this subsidy?</b></p>	<p>Employees of the Hospital must apply in December for the following calendar year. Newly hired employees must apply within 30 days of hire. An employee who becomes newly eligible during the year must apply within 30 days of their becoming eligible.</p> <p>Due to the delay in communications for this new program, Benefits will accept new (initial) applications through January 31, 2023 for the 2023 annual enrollment.</p>
<p><b>How do I apply for this subsidy?</b></p>	<p>To apply for this subsidy, employees must complete the <a href="#">Childcare Assistance Application and Change Form</a> available on the Boston Children’s intranet page and submit with a copy of their childcare provider’s monthly invoice or tuition contract via email to <a href="mailto:childcareassistance@childrens.harvard.edu">childcareassistance@childrens.harvard.edu</a> or by mail to Health and Welfare-Benefits Team, Landmark Building (LM-6667.1), Boston Children’s Hospital, 300 Longwood Avenue, Boston, MA 02115.</p>

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<p><b>What do I do if my childcare arrangement changes during the year?</b></p>	<p>If an employee's childcare changes during the year, the employee should complete, sign and return a <a href="#">Childcare Assistance Application and Change Form</a> (along with supporting documentation) within 30 days of the change. Changes to childcare may include changes to cost and/or schedule and/or provider.</p>
<p><b>Am I still eligible if I go on a Leave of Absence?</b></p>	<p>Yes, employees continue to receive the subsidy if they started receiving the childcare subsidy before their leave of absence began. Employees cannot start receiving the childcare subsidy during their leave of absence.</p>
<p><b>What happens if my salary changes during the year?</b></p>	<p>Employees may gain or lose eligibility based on a change in pay. If a change (increase) in pay results in the loss of eligibility, the subsidy will end in the month following the change. If a change in pay (decrease) results in a gain in eligibility, the subsidy will begin as soon as the application process is complete.</p>
<p><b>What happens if my regularly scheduled hours change during the year?</b></p>	<p>Employees may gain or lose eligibility, or have their subsidy amount change based on an increase or decrease in their regularly scheduled hours. The subsidy will increase, decrease or end in the month following the change. If an increase in regularly scheduled hours results in a gain in eligibility, the subsidy will begin as soon as the application process is complete.</p>
<p><b>What are my responsibilities with respect to ending my childcare subsidy?</b></p>	<p>If an employee will have a partial year of childcare or if their child will be turning 7 years old during the year, the employee is expected to indicate this when completing the <a href="#">Childcare Assistance Application and Change Form</a>. The subsidy will end the month following the change.</p> <p>If an employee's childcare changes such that they are no longer using a licensed provider, the employee must complete the <a href="#">Childcare Assistance Application and Change Form</a> and submit it immediately.</p> <p>The hospital will also monitor regularly scheduled hours and salary and will audit that employees have submitted the applicable changes through a <a href="#">Childcare Assistance Application and Change Form</a>.</p>
<p><b>My child's other parent also works for the Hospital. Are we both eligible for the subsidy?</b></p>	<p>No, if two eligible employees are parents or guardians for one eligible child, only one eligible employee may receive a subsidy. However, if two eligible employees are parents or guardians of two or more eligible children, each eligible employee may receive a subsidy.</p>
<p><b>If I have more than one eligible child, can I receive a higher subsidy?</b></p>	<p>No, the subsidy is a flat amount (up to \$200 per month) per eligible employee, not per eligible child. An eligible employee may only submit expenses for one eligible child.</p>
<p><b>Who do I contact if I have questions?</b></p>	<p>Contact the HR Employee Service Center at Ext. 5-7780 or (617) 355-7780 for more information or by email to <a href="mailto:childcareassistance@childrens.harvard.edu">childcareassistance@childrens.harvard.edu</a>.</p>