



2018 HUCTW-Harvard University Childcare Fellowship Instructions & Guidelines



We strongly encourage you to use the online application (instead of this paper application) if you have access to a computer. Online application: <https://huctw.org/childcare-fellowship-application>

The Childcare Fellowship is a need-based fund that helps HUCTW members with the costs of childcare over the course of a calendar year. The 2018 Fellowship will help with childcare costs incurred between January 1, 2018 and December 31, 2018.

Application Deadline: Friday, September 22, 2017

Eligibility: In order to apply for the Childcare Fellowship, you must:

- Have a child or children, aged 0 – 12 (up to the child's 13th birthday), or be expecting a child who will need childcare in 2018.
- Have childcare costs incurred during working/traveling hours.
- Be a member of the HUCTW Bargaining Unit.

Please note that this program includes a pilot program for children with documented special needs, where we will provide childcare assistance for kids with special needs, ages 13 -18. You must provide documentation of your child's special needs as a part of your application.

Eligible Childcare: The types of childcare that are eligible include things such as: daycare, nannies or in-home care, after-school programs, daytime summer camps, pre-school, and public kindergarten (not private). However, please note that if you elect to receive your award through a tax-free flexible spending account (FSA), kindergarten of any kind is not an eligible expense. Public kindergarten is only an eligible expense if you receive your award directly through the HUCTW office.

Award Amount: The awards are determined based on your household income and the cost of your care. Childcare fellowships cover only a portion of the childcare costs for each applicant. This portion may vary somewhat from year to year depending on the number of applicants in any given year. All eligible applicants who apply on time will receive an award. Award letters should be emailed to you by early November.

How to Apply: You need to complete two steps in order to apply for the Fellowship:

- Fill out the Childcare Fellowship Application.
- Provide us with the first page of your most recent 1040 federal tax return form. Your child/children must be listed as a dependent on this form (unless your child is not yet born). Those who are married and file separately, please provide both tax return forms. Form submission methods are listed below. [Example of a 1040 tax form.](#)

You can submit your 2016 1040 tax form in one of the following ways:

- [Upload your 2016 1040 tax form to the HUCTW secure server](#) (our preferred method)
- **Or** send it by email to huctw.childcare@huctw.org (if you don't have an electronic copy, scans and cellphone photos of tax forms are fine. You can black out social security numbers, if you like.)
- **Or** send it by mail to: HUCTW Childcare Fund, 15 Mt Auburn St, Cambridge, MA 02138
- **Or** send it by fax to 617-661-961



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Your name _____

Harvard ID _____

Daytime phone _____

Preferred email address _____

Harvard department _____

Home address _____

Number of adults in your household _____ Number of children in your household _____

Spouse/partner, if applicable: Name: _____

Employer: _____

Is your spouse/partner employed by Harvard? No Yes

If yes, will s/he apply to another Harvard childcare fund? No Yes

Adjusted gross household income from your 2016 tax return(s)* _____

Estimated adjusted gross household income for 2018* _____

**You must provide this information to receive an award. If you anticipate that your 2018 household income will be less than your 2016 household income, please explain why in the space below.*

Please add any other information that would be helpful for us to know. Attach another sheet if you need more space.

Childcare Arrangements and Cost Details

Your name _____

Please list all children for whom you are applying for assistance. If your child is not yet born, please write "Baby on the way" in the name field and include his/her estimated delivery date.

| | Child's first and last name | Date of birth |
|----|-----------------------------|---------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Please list all childcare providers & license numbers (or last four digits of social security # for babysitters). If you don't have these numbers – that's fine, but please note that you will need them later to receive your fun

| | Childcare provider's name | Arrangement confirmed? (Y/N) | License or last 4 digits of soc soc # |
|----|---------------------------|------------------------------|---------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

In the table below, please list the monthly cost for all children from all providers combined for each month. You must fill in this section to receive an award. If you don't yet know your childcare arrangements, please estimate the costs for each month, but keep in mind that we may need to lower your award if your actual costs are much lower than your estimated costs.

| | Total monthly cost | | Total monthly cost |
|----------------------|--------------------|-----------------------|--------------------|
| January 2018 | | July 2018 | |
| February 2018 | | August 2018 | |
| March 2018 | | September 2018 | |
| April 2018 | | October 2018 | |
| May 2018 | | November 2018 | |
| June 2018 | | December 2018 | |

Application checklist:

- I plan to send the first page of my 2016 federal **1040** tax return form before the deadline.
- I have kept a copy of this application as a back-up.
- I am submitting my application by Friday, September 22, 2017.

I certify that the information on this form is complete and correct.

Signature _____ Date _____