



## **CALIFORNIA INSTITUTE OF TECHNOLOGY 2021 Child Care Assistance Program**

### **GUIDELINES**

Caltech recognizes that the cost of quality child care poses a financial burden to many members of its community. To help faculty, postdoctoral scholars, staff and graduate students afford child care expenses, the Institute has established a Child Care Assistance Program (CCAP), which provides assistance of up to \$5,000 per year per family to those who meet the program qualifications. Applications for CCAP assistance may be submitted during the specified application period. Assistance will be awarded to eligible applicants whether or not their Caltech status and/or income sources qualify for tax-favored status. Assistance is provided to Caltech faculty, postdoctoral scholars, staff and graduate students.

### **HOW DOES THE PROGRAM WORK?**

Caltech's Child Care Assistance Program is designed to assist eligible members of the community to pay for the costs of covered child care, including infant and toddler day care, pre-school/pre-K programs, school holidays, summer day camps/programs, and before/after school care. Eligible applicants may receive assistance of up to \$5,000 per family to help pay for those child care costs. Eligibility and the amount of assistance, if any, will be based on:

- The applicant's household gross income
- The age(s) of eligible child(ren)
- The number of eligible child(ren)

In most cases, if an applicant is awarded CCAP assistance, the applicant will be automatically enrolled in the Institute's DCSA program and the award will then be deposited into her/his DCSA. The award recipient is responsible for paying her/his child care provider and then requesting reimbursement from their DCSA for incurred eligible expenses.

### **WHO IS ELIGIBLE?**

- I. Participant Eligibility
  - A. The following Caltech staff are eligible to apply for CCAP assistance:
    - i. Faculty
    - ii. Benefit eligible staff members
    - iii. Postdoctoral scholars
    - iv. Graduate Students
  - B. An applicant must also:
    - i. Be unmarried, or have a spouse/domestic partner who is:
    - ii. Employed at least 50% time, or
    - iii. A full-time student, **or**
    - iv. Considered legally disabled as defined by the Internal Revenue Code, **or**

- v. Not currently employed due to employment restrictions on his/her non-immigrant status

## II. Chil(ren)'s Eligibility

- A. To be considered eligible, a dependent child must have been born on or before the application deadline and be ten years of age or younger on January 1 in the CCAP assistance year. If the child turns eleven during the year in which assistance is awarded, child care reimbursements will continue to be paid for eligible child care expenses incurred for that child during the balance of the year, up to the CCAP assistance amount.
- B. A child under the age of 13 (a "qualifying child" under the Internal Revenue Code) who meets all of the following requirements:
  - i. Is the applicant's child (including a step, adopted, or foster child), grandchild, sibling, stepsibling, or descendant of any such relative (e.g. niece or nephew)
  - ii. Resides with the applicant for more than one-half of the taxable year
  - iii. Does not provide over one-half of his or her own support during the calendar year.
- C. "Dependent children" include:
  - i. biological children
  - ii. legally adopted children
  - iii. stepchildren
  - iv. any other children for whom the applicant is the legal guardian or for whom the applicant has court-awarded custody

## III. Income

- A. To be eligible for 2021 CCAP assistance, an applicant's projected total family annual income can be no greater than \$124,000. If both parents work at Caltech, only one parent can apply for the program.

## **WHAT EXPENSES ARE ELIGIBLE?**

CCAP assistance may be awarded to help defray expenses for child care secured through either a Licensed provider or an in-home child care provider, excluding parents and siblings with a Social Security or Tax ID number. Licensed providers must be licensed by the California Department of Social Services or comparable agency of the state from which the application is being filed. Examples of providers include child care centers, infant care centers, nursery schools, day camps, child care centers for mildly ill children, or after school programs. Child care for Caltech staff who work in locations outside of California must be secured through entities that been licensed by an appropriate regulatory agency of the state where the child care provider is located.

*Note: Further details regarding the eligibility for reimbursement, including information on expenses that are NOT eligible for reimbursement, can be found in the Caltech Benefits Handbook, also known as Summary Plan Description, section "Dependent Day Care FSA (DCSA)."*

## FINANCIAL NEED

To be considered for CCAP assistance, an applicant must satisfy the Plan's income requirements. The program determines need and makes awards primarily on the basis of family household gross income. Household gross income is based on the following:

- I. The adjusted gross family income as reported on the applicant's or spouse/domestic partner's income tax return for the immediately preceding the year during which one submits a CCAP application.
  - A. If the applicant is married and files a tax return separate from that of his/her spouse, or the application is in a domestic partnership, she/he will be required to submit copies of all relevant tax returns to demonstrate household Adjusted Gross Income.
- II. Current income of the household's principal wage/salary-earners.
  - A. Current income is based on the gross earnings shown on the most recent pay stubs of each principal wage/salary-earner in the applicant's household, multiplied by the annual number of pay periods.
  - B. For self-employed spouses/domestic partners, the earnings will be the taxable income estimated for the purpose of quarterly tax payments.
  - C. It will be the applicant's responsibility to provide documentation sufficient to meet the requirements of a working spouse.
  - D. When applying for CCAP assistance, one must submit copies of her/his Caltech pay stubs for the two most recent pay periods and copies of pay stubs for each household earner.

## APPLICATION PERIOD

There will be one application for the 2021 CCAP assistance year. All assistance is paid on an annual basis. Eligible participants must re-apply every year, whether or not they may have received CCAP assistance in a previous year. The application period is as follows:

APPLICATION PERIOD	APPLICATION DEADLINE	EFFECTIVE DATE
10/8/2020-10/29/2020	10/29/2020	1/1/2021
Most CCAP awards will be deposited into the participant's 2021 Dependent Care Spending Account in January 2021.		

### Applying After the Application Period

If received within **31 days** of the qualifying event, CCAP applications will be accepted outside of the application period in the following circumstances:

- I. An applicant is newly hired at Caltech
- II. An applicant becomes a postdoctoral scholar
- III. An applicant becomes a graduate student

IV. A new eligible dependent is added to the applicant’s family

- A. In the case of a new dependent, the award will be determined as of the date both parents/domestic partners return to work or school.
- B. Documentation supporting the eligibility of the child must be provided.

Any CCAP assistance awarded after January 1, 2021 will be prorated based on how many months remain in the calendar year.

If CCAP assistance is made outside the application period because of any of the reasons noted above and the awardee is not already a Caltech DCSA participant, the Caltech Benefits Office will automatically enroll the awardee into the DCSA program.

**ANNUAL ASSISTANCE AMOUNTS**

The chart below shows the estimated assistance awards for the 2021 CCAP Program year. Award amounts are based on the age of the youngest eligible child. The maximum CCAP award amount is \$5,000.

<b>Family Adjusted Gross Income</b>	<b>Estimated Assistance for Child Ages 0 - 5 years old</b>	<b>Estimated Assistance for a Child Ages 6 - 10 Years</b>	<b>Assistance for Each Additional Child Age 10 and under</b>
\$0 to \$59,999	\$5,000	\$4,000	\$1,000
\$60,000-\$99,999	\$4,000	\$3,000	\$1,000
\$100,000-\$124,000	\$3,000	\$2,000	\$1,000

**ANNUAL ASSISTANCE AMOUNTS**

Whenever possible, the Institute coordinates the Child Care Assistance Program with its Dependent Care Spending Account (DCSA) program, which makes it possible for eligible participants to set aside income each year to be used for eligible child care expenses on a pre-tax basis. The current annual tax advantaged DCSA maximum allowed by the IRS is \$5,000. Therefore, the maximum CCAP assistance amount per family is \$5,000 and the combination of CCAP assistance funds and additional amounts contributed by an individual cannot exceed \$5,000. Additional DCSA contributions must be elected during the annual open enrollment period or within 31 days after acquiring a new dependent. For further information on DCSA limits, see the Caltech Benefits Handbook, also known as the Summary Plan Description.

In some circumstances, the income paid to a CCAP applicant by the Institute is not eligible under IRS guidelines for direction to a Dependent Care Spending Account. In these circumstances, the CCAP awards will be subject to all applicable taxes but will administered in the same reimbursement process as those considered tax free.

## **ESTIMATING CCAP ASSISTANCE**

Eligibility for a CCAP assistance is based on annual household gross income, and the age(s) of the child(ren) in care. To estimate CCAP assistance:

- I. Determine total adjusted gross family gross income and locate the appropriate row for income range on the chart on page 4.
- II. Determine the age, as of January 1, 2021, of the youngest child who will be enrolled in a licenses child care facility on that date.
  - A. If a child moves from one age group to another during 2021, the award will be determined based on the age of the child on January 1, 2021. There will be no proration of CCAP assistance.
- III. Locate the eligible CCAP assistance amount from the appropriate column of the chart based on the youngest child's age as of January 1, 2021 and row of annual gross family income.
- IV. For additional children aged 10 and younger, add \$1,000
- V. The total annual CCAP assistance cannot exceed \$5,000.

## **PRORATING CCAP ASSISTANCE**

CCAP assistance will be prorated in the following circumstances:

- I. CCAP assistance amounts expressed in the preceding chart are based on full-time employment. Assistance will be prorated for eligible community members who are scheduled to work for less than full-time, based on their scheduled hours per week.
- II. CCAP assistance amounts are expressed assuming the child(ren) is enrolled in an eligible child care center on a full-time basis. Assistance will be prorated for children enrolled less than full time.
- III. Any CCAP assistance awarded after January 1, 2021 will be prorated based on the number of remaining months in the year.

## **APPLICATION PROCEDURES**

Applications for the 2021 Child Care Assistance Program may be submitted between **October 8 – October 29, 2020**.

To apply:

- I. Complete the application form completely and accurately.
- II. Attach applicant's 2 most recent paystubs
- III. Attach spouse/domestic partner's 2 most recent paystubs
- IV. If your spouse is not employed, documentation verifying one of the following:
  - that he/she is a full time student
  - that he/she is considered legally disabled and cannot work
  - that he/she cannot work due to visa restrictions (I-94 electronic record)
- V. Attach copies of Birth Certificates, or other official age verification documents (e.g. passports) for all children ages 10 and under
- VI. Attach legal Guardian verification (if applicable)

- VII. Attach copy of your 2019 Federal Income Tax Returns (must include pages showing dependents, adjusted gross income line and signatures)
- VIII. Submit the completed application form, along with required documents via US Mail or interoffice mail to:
- Caltech Child Care Assistance Program (CCAP)
  - 1200 E. California Boulevard
  - Mail Stop 161-84
  - Pasadena, CA 91125

As noted above, **CCAP applications must be received by October 29, 2020.** Assistance is awarded annually and is not a guarantee of assistance in future years. **Faxed, emailed and late applications will not be accepted.** For more information, please email [ccap@caltech.edu](mailto:ccap@caltech.edu).

Caltech's Child Care Assistance Program Office will review and process all CCAP assistance applications. Personnel from that organization will verify eligibility, income, and childcare information. They will also notify applicants, in writing, of award amounts, if any, in sufficient time to determine how much of the applicant's own money may be directed into their 2021 Dependent Care Spending Account. All information, except the amount of the award (administered through the Caltech Payroll and Benefits Offices) will be kept confidential.