

Brown University Child Care Subsidy Application for 1/1/25 – 12/31/25

Part One: Your Information		
<input type="checkbox"/> Faculty	<input type="checkbox"/> Non-Union Staff	<input type="checkbox"/> Postdoctoral Research Associate
<input type="checkbox"/> Union Dining Services	<input type="checkbox"/> Union Facilities Management	<input type="checkbox"/> Union Library
Name (Last, First, Middle Initial)		Date of Hire
Home Street Address		
City, State, Zip Code		Workday ID
Email Address		Work Extension
Department		Campus Box
Job Title		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married

Part Two: Your Spouse's Information	
<input type="checkbox"/> Not Applicable	
Spouse's Name (Last, First, Middle Initial)	
Is your spouse employed at least part-time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Spouse's Employer
Is your spouse a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Spouse's School
Is your spouse considered legally disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your spouse unemployed but actively seeking employment? * Your spouse must have legal work authorization to work in the United States. If applicable, a work visa is required and must be attached as documentation. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part Three: Your Child's Information					
Please list children between the ages of 0 to 6.					
Name (Last, First, Middle Initial)	Date of Birth	Tax Dependent	Last 4 Digits of SSN	Type of Child Care	Estimated Monthly Fee
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> In-Home <input type="checkbox"/> Center	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> In-Home <input type="checkbox"/> Center	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> In-Home <input type="checkbox"/> Center	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> In-Home <input type="checkbox"/> Center	\$

Part Four: Reimbursement Election

The maximum allowed for the Flexible Spending Account inclusive of the Child Care Subsidy is \$5,000. All subsidy awards approved after Open Enrollment will be processed as post-tax checks.

- Dependent Care Flexible Spending Account (Pre-Tax)
 Check (Post-Tax)

Part Five: Documentation

As part of our application process, we need to review personal information. Be assured this information is kept strictly confidential and securely stored.

Please check off each item as it is enclosed with your application.

IRS Form 1040	<input type="checkbox"/> I have enclosed the first two pages of my federal form 1040 from 2023. (Required if single –or- married and filing jointly). <input type="checkbox"/> I have enclosed the first two pages of my spouse’s federal form 1040 from 2023. (Required if married and filing individually).
Birth Certificate or Certificate of Adoption	<input type="checkbox"/> I have enclosed a copy of my child(ren)’s birth certificate(s) or certificate(s) of adoption. <input type="checkbox"/> My child(ren)’s birth certificate(s) or certificate(s) of adoption are on file in Workday.
* Spouse’s Work Visa	<input type="checkbox"/> I have enclosed my spouse’s work visa. <input type="checkbox"/> Not applicable

Read and Sign

Statement of Understanding – By signing below, I certify that I have attached all applicable tax forms and other income source documents. I understand I must notify the Benefits Office of any family status changes (i.e. dissolution of marriage or domestic partnership) which could affect my child custody responsibilities during the plan year I receive a Child Care Subsidy. I certify under penalty of perjury that all statements and documentation relating to this application are true. I understand that incomplete or inaccurate information may adversely affect my child(ren)’s eligibility under this Program up to and including repayment to Brown University of any funds awarded and/or may result in disciplinary action up to and including termination.

Signature

Date

Submit this application and all required supporting documentation to:

Childcare@Brown.edu (please send securely via Virtru)