

Brown University Child Care Subsidy Application for 1/1/26 – 12/31/26

Part One: Your Information		
☐ Faculty	☐ Non-Union Staff	☐ Postdoctoral Research Associate
☐ Union Dining Services	☐ Union Facilities Management	☐ 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 ☐ Single ☐ Married	

Part Two: Your Spouse's Information	
☐ Not Applicable	
Spouse's Name (Last, First, Middle Initial)	
Is your spouse employed at least part-time? ☐ Yes ☐ No	Spouse's Employer
Is your spouse a full-time student? ☐ Yes ☐ No	Spouse's School
Is your spouse considered legally disabled? ☐ Yes ☐ 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. ☐ Yes ☐ 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
		☐ Yes ☐ No		☐ In-Home ☐ Center	\$
		☐ Yes ☐ No		☐ In-Home ☐ Center	\$
		☐ Yes ☐ No		☐ In-Home ☐ Center	\$
		☐ Yes ☐ No		☐ In-Home ☐ Center	\$



Part Four: Reimbursement Election

The maximum allowed for the Flexible Spending Account inclusive of the Child Care Subsidy is \$7,500.00. 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	☐ I have enclosed the first two pages of my federal form 1040 from 2024. (Required if single –or- married and filing jointly). ☐ I have enclosed the first two pages of my spouse's federal form 1040 from 2024. (Required if married and filing individually).
Birth Certificate or Certificate of Adoption	☐ I have enclosed a copy of my child(ren)'s birth certificate(s) or certificate(s) of adoption. ☐ My child(ren)'s birth certificate(s) or certificate(s) of adoption are on file in Workday.
* Spouse's Work Visa	☐ I have enclosed my spouse's work visa. ☐ 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)