

# Child Care Assistance Program Guidelines

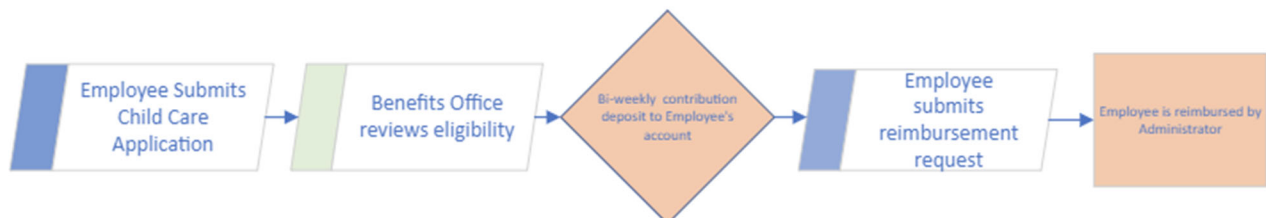
## To qualify:

1. Participants must be a regular City of Austin employee scheduled to work at least 30 hours a week.
2. Eligibility is based on the Family Gross Income Limit Table:

Family Size	2024 Gross Income Limit
2	\$107,635
3	\$121,556
4	\$134,530
5	\$145,310
6	\$156,035

- a. All dependent children under 18 years of age and any adults living in the home as a parent are counted to determine family size. This includes domestic partners. **Any adults in the household who are not a parent/guardian are not included in family size or income calculations.**
  - b. Employees who have legal guardianship of a minor child(ren) may access the program if the child is placed under their care by either a court order or a Department of Family and Protective Services Order.
3. Bi-weekly benefit is \$208.33 for eligible children 12 and under.

## How the Program Works:



## **Qualifying Expenses**

Not all expenses can be covered. The key is that the account funds are used to cover care-related costs that allow you to work, look for work, or attend school. Examples of qualifying services include:

- Before- and after-school care (but not tuition)
- Late pick-up fees
- Licensed day care centers
- Nursery schools or preschools
- Day camps

Applications for the program are accepted at any time throughout the year based on available funding. Annual contribution amounts will be reduced for late enrollees.

Annual recertification is required and will take place annually during Open Enrollment (typically in October of each year). Benefits will end effective December 31<sup>st</sup> of the current year. Unused funds will expire. They do not rollover from year to year.

The IRS has determined that certain employees may receive favorable tax treatment on funds up to \$5,000 per year in dependent care assistance programs established by their employer. This \$5,000 limit includes the combined funds applied to the following programs: the City of Austin Childcare Assistance Program, the City of Austin Youth Camp Scholarship Program, and Dependent Care Flexible Spending Account (NOT the Health Care FSA funds). Funds received may be taxable.



## 2024 City of Austin Childcare Assistance Program Application

### 1. Employee Information

SSN	Last Name	First Name	Middle Initial
Employee ID	Cell or Home Number	Work Number	
Department	Family Size	One-Parent Family	Two-Parent Family

**2. Dependent Information:** All dependents must be an IRS qualified dependent of an employee. Employees must also indicate if they are the custodial or non-custodial parent of the child or dependent listed below. Please only include children for which you are requesting assistance in this section.

Dependent(s) Full Name	Last 4 #'s of SSN	Date of Birth	Age	Custody of Dependent(s) (Yes/No)	PARD Facility? (Yes/No)

I certify that all the above information is true and correct, and that all applicable income is reported including Social Security benefits, court ordered child support or informal arrangement, grants, and all other financial support. I also understand that I am providing this information as a requirement for receiving assistance through the City of Austin's Childcare Assistance Program. Further, I understand that I am eligible for assistance only if I am a regular full-time City of Austin employee and I meet income guidelines established by the City. I understand that the funding for these benefits are approved by City Council on an annual basis as part of the budget process. I understand these benefits may be terminated at any time.

I understand that the information provided on the attached documentation is subject to verification, and deliberate falsification or misrepresentation may result in disciplinary action under applicable City Personnel Policies. I will immediately notify the City's Human Resources Department of any changes in my status during the year.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Add your email address (personal): \_\_\_\_\_