

Memorandum

To: Benefits Eligible Faculty and Staff
From: Sharon Hom, Benefits Specialist
Date: August 16, 2007
Re: Childcare Subsidy Application Process

The University of San Francisco is pleased to provide a childcare subsidy benefit for full-time faculty and staff to help meet the expenses of pre-kindergarten childcare.

The following guidelines have been established:

- To be eligible, you must currently be a full-time faculty/staff member
- Dependent is claimed by you as an IRS tax dependent
- Incur eligible expenses for reimbursement under the flexible spending account plan
- Dependent children are eligible until kindergarten. If a child enters kindergarten in September 2008 funding is for 8 months.
- You will receive an additional amount equal to 75% of your initial amount for each additional child in your family, up to a maximum of \$5,000 per calendar year.
- If both parents work at USF, funding will be based on the status of the parent eligible for the highest level of funding (i.e. dual USF families receive funding once)
- There is a \$5,000 family maximum per calendar year due to the rule governing Dependent Care Flexible Spending Accounts.

**If adopting or having a baby in 2008, please apply for this benefit within 30 days of date of birth/adoption.*

Your funding amount is based on the following:

Faculty and Librarians:

<u>Rank</u>	
Instructors, Assistant Professors, and Assistant Librarians	\$350/month
Associate Professors and Associate Librarians	\$315/month
Professors and Librarians	\$280/month

Staff:

<u>Annual Salary</u>	
\$76,391 or less	\$350/month
\$76,392 - \$94,553	\$315/month
\$94,554 – \$121,571	\$280/month

Process

Please complete the attached application and return to Sharon Hom in the Human Resources department by **Friday, September 28, 2007**. On or about October 19, 2007 you will be notified of the amount of funding. With that notification you will receive a Flexible Spending Account enrollment kit. In order to receive the childcare subsidy amount **you must** enroll in a dependent care flexible spending account. Deposits made from the childcare fund will be remitted monthly to your account. As in personally funded dependent care flexible spending accounts, deposits from the childcare fund are non-refundable, meaning if you do not use this money during the plan year, the money is forfeited.

Please contact me at 415-422-2834 or at hom@usfca.edu with any questions.

2008
CHILDCARE FUNDING APPLICATION

Employee Name: _____

Employee ID (located on pay stub): _____

Date of Birth _____

Please Circle Position: Faculty Librarian Staff

Current Title or Current Rank: _____

Current Salary: _____

(To Be Completed by Department of Human Resources)

Child's Name	Date of Birth	Age of Child	Date Child Enters Kindergarten
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature: _____

Date: _____

Please return by Friday, September 28, 2007, to Sharon Hom, Benefits Specialist, Human Resources Department, Lone Mountain, Rm. 339 or via fax 415-386-1074.