The Office of Human Resources is pleased to announce the fourth year of a benefit for our SU employees and students with children. The program provides a partial cash subsidy for childcare assistance to Seattle University faculty, staff and students to help meet the expenses of pre-first grade childcare.

Twenty-six monthly subsidies of $100 (a $1,200 value for each recipient) will be awarded to eligible employees and students (13 to staff/faculty and 13 to students). The duration of the subsidy is from November 2006 - October 2007¹. Awards will be determined via a lottery drawing. Eligibility requirements are stated below.

To be considered, the employee or student must complete a Certification Form and return it to Human Resources by October 23, 2006. Certification forms are available on HR’s InSite website (for employees), in the School of Law Dean’s Office, and in the Commuter Student Services office in Pavilion 150.

**Employment Status**

- Employee may be part-time but must be eligible for the university benefit program
- Gross household income cannot exceed $50,000 per year
- If both parents work at SU, subsidy can only be provided to one parent

**Student Status**

- Full-time and part-time undergraduate or graduate student
- Gross household income must not exceed $50,000 per year
- If both parents attend SU, subsidy can only be provided to one parent

**Childcare Status**

- Child/ren are eligible prior to first grade as of October 31, 2006
- Limit of one award per family
- Childcare takes place in a registered family day care home or licensed center, including summer programs
- Part-time or preschool care in a regulated² program, including summer programs

**Award Process:**

- Awards will begin November 2006 and end in October 2007³.
- Employees will have this money added to their gross income each month, and will be subject to applicable taxes.
- Students who are in our payroll system will have their payments processed the same way as employees. Students who are not in our payroll system must complete a W-9 form upon receiving an award, which will allow SU to process payments through Accounts Payable on a monthly basis. These students will receive a year-end 1099 form from SU that they will need to include when filing their taxes each year. They will receive one 1099 for the time frame October through December, and a second 1099 for the time frame January through September.
- This award will be considered income and could affect your financial aid in subsequent years.

¹ This benefit will stop the last day of the month following termination of employment, graduation or withdrawal from school for students or change in full-time employment or student status.
² Regulated refers to a childcare provider or program that is registered with or licensed by the State of Washington’s Department of Social and Health Services.

**2006 Child Care Subsidy Certification Form**

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