



HUCTW/Harvard University Childcare Fellowship Application Form January 1, 2009 – December 31, 2009



What is the Harvard University/HUCTW Childcare Fellowship?

Started in 1989, the Fellowship was created to support working families. Monetary childcare assistance was chosen over on-site care because of the diversity of members' children's needs. Yearly awards are given to members of the HUCTW bargaining unit whose arrangements qualify (see "Who is eligible?").

How are awards calculated?

The awards are related to both household income and financial need. Childcare fellowships cover only a portion of the childcare costs for each applicant.

How is scholarship money distributed?

Starting last year, recipients can choose to receive awards (up to \$5,000 if filing taxes as single or married filing jointly or up to \$2,500 if married and filing separately) to be delivered without tax withholding through a flexible spending account. Applicants who are not interested in this option can choose to have their awards included in paychecks. The award is considered "extra compensation" and will be taxed at approximately 40%. Information and workshops will be available to help you determine what award delivery option is best for you. Information on whom to contact and workshop dates will be included in your award letter.

When will awardees receive their award information for 2009?

Award letters will be mailed to home addresses in October.

Who is eligible?

You must:

- be part of the HUCTW bargaining unit
- work at least 17.5 hours per week at Harvard
- have childcare costs incurred during working hours
- have a child or children, age 13 or under, in the care of one of the following:
 - a licensed* childcare center, family provider, after-school program, summer camp or vacation camp
 - an in-home provider with a social security or tax ID number**

*These providers must be licensed according to the requirements of the Massachusetts Office for Child Care Services.

**We are required to have record of this number.

How to Apply

- Fill out your application **completely**.
- Attach **the first page** of your 2007 1040 federal tax return. **Your child must be listed as a dependent on this form.** Those married filing separately, please attach both tax forms.

Applications must be received by Friday, September 26, 2008 at the HUCTW office:	
Use one of these methods to apply:	Confirmation of Receipt
<ul style="list-style-type: none"> • On-line application: www.huctw.org/ccapp/ccapp2009.html 	You'll receive immediate e-mail confirmation of receipt.
<ul style="list-style-type: none"> • Mail it to the HUCTW Childcare Fellowship at the HUCTW Office: 15 Mt. Auburn Street, Cambridge, MA 02138 	You'll be notified within three business days from the time we receive your application.
<ul style="list-style-type: none"> • Fax your application to 617-661-9617 	Please call within 15 minutes of faxing to confirm fax. Notification within 3 days.