



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 2007¹.
- 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](#)

Iona Stenhouse
Benefits Manager
Seattle University
(206) 296-5894