

CCSG Frequently Asked Questions

APPLICATION PROCESS

Can I apply for the Child Care Subsidy Grant during any of the three application periods?

Each application period has specific eligibility requirements and you should apply **only** in the period(s) for which you are eligible (see “Application Periods” in the guidelines). Most employees will apply in Application Period A.

If I received a Child Care Subsidy Grant previously, will I automatically be considered for the grant each year?

The Child Care Subsidy Grants are awarded annually and must be applied for each year. A complete new application and current financial documentation are required annually.

What documentation will I need to submit with my application?

As stated in the guidelines, your tax form (s) (joint or individual) for the year immediately prior to the year in which you are applying, and a copy of your and your spouse/partner’s two most recent pay stubs. If you are requesting an additional grant amount for special needs, you must also submit proof of diagnosis, and appropriate invoices or contracts that demonstrate services incurred.

If I miss the application deadline, can I appeal?

If meeting the application deadline will present a hardship for you, please call our office in advance so we may discuss what options may apply to your situation.

How can I find out the status of my application?

If you send a self-addressed, stamped envelope with your application, we will notify you of receipt of your application materials. Grant award notification letters are mailed beginning one month after the close of each application period.

If anything on your application needs clarification, we will contact you, generally via email.

How is my application evaluated?

Applications are reviewed for eligibility compliance and then considered for a CCSG on the basis of need as defined by adjusted gross family income, the age of your child and whether you have one or more children, and if a special need is claimed.

When will I know if I have been awarded a grant?

Grant notification will be mailed to your home approximately one month after the application deadline.

ELIGIBILITY**Does my child have to attend one of the Stanford child care centers for me to be eligible for the grant?**

The grant is designed to assist with a broad range of child care arrangements. It is not limited to the use of campus centers, but can be used for any child care for which the provider is not your legal dependent, has a social security number or tax ID number, and is willing to report the income on their taxes.

Does my spouse/domestic partner have to be working when I apply for the CCSG?

As stated in the CCSG guidelines, your spouse/partner must be working at least 50% time, be a full time student, or be disabled (as defined by Internal Revenue code) or currently looking for work, to be eligible for a CCSG. If your spouse/partner is currently looking for a job and is receiving unemployment compensation, documentation of the unemployment benefit is required; i.e., check stubs.

My mother cares for my child; can I still apply for a CCSG?

If your mother is not your legal dependent, has a valid social security /tax ID number, and you pay her: yes, you may apply if you meet the other eligibility criteria.

My spouse/domestic partner works at Stanford also, can we both apply?

No, only one employee per family may apply.

My ex-spouse/partner claims my child on their taxes but I am responsible for paying for child care, can I apply?

You are only eligible to apply for the CCSG if the child is your legal dependent and claimed on your tax form.

My child turns 10 during 2007, am I still eligible for a CCSG?

Your dependent child must be 9 years or younger on January 1, 2007. If your child turns 10 during the grant award year, reimbursements will continue for eligible expenses incurred during the calendar year.

DEPENDENT CARE ACCOUNT & REIMBURSEMENT

If I receive notification of a grant award am I automatically enrolled in a DDCSA?

To receive CCSG funds you must indicate your acceptance by checking the appropriate box online during Open Enrollment. This action automatically enrolls you in a DDCSA for the amount of the grant. Failure to accept the grant online will be regarded as refusal of the grant award.

If I receive a CCSG can I still contribute to my DDCSA?

If you receive a CCSG from Stanford, you can elect to make additional contributions to your DDCSA from your wages on a pre-tax basis, as long as the total of the grant plus your contribution does not exceed the maximum annual total of \$5,000 per family (\$2,500, if you're married and file taxes separately).

When I file a claim, can I expect full payment at the time of the claim?

As stated in the guidelines, annual grant amounts are divided into 24 payments. Reimbursements are issued based on the balance available in your DDCSA account. If your account balance is not high enough to cover your full claim, you will receive whatever balance is available and continue to receive reimbursement automatically until the full amount of your claim is paid or your grant runs out.

If I don't use all of the CCSG during the grant year can it be rolled over to the following year?

Any amount left at the close of the DDCSA year is forfeited and will revert to the University pursuant to the terms of the DDCSA plan.

My spouse's/partner's company also has a DDCSA program. Can he/she contribute to it at the same time I do?

Yes; however, total contributions to your DDCSA and your spouse's, including grant awards, cannot exceed \$5,000 annually, assuming you file taxes jointly.

Once I have been awarded a CCSG will I continue to receive it if I take of leave of absence?

If for any reason you take a leave of absence, your grant will stop during the time of your leave. See the policy guidelines for other circumstances that may affect your grant.

Remember, grants are not automatically renewed. You must reapply annually.

Who do I contact if I have a question on my claim for reimbursement?

Please contact:

ADP
Claims Processing
P.O. Box 1853
Alpharetta, GA 30023-1853
(800) 654-6695
Fax (866) 392-4090 or (678) 762-5900
www.flexdirect.adp.com

Can my reimbursement be deposited directly into my checking account?

Yes. Go to www.flexdirect.adp.com. Log in under the Participant Login section. You will be asked to set up a participant profile. This “profile” is the area where you indicate that you would like reimbursements auto-deposited. Follow the directions posted on the page.

If you do not use a computer, call ADP at 1-800-654-6695. Wait on the line; you will be asked to enter your Social Security Number. At the correct telephone prompt, a representative will come on line. Request that an Automated Direct Deposit Authorization Form be mailed to you. Fill out and return the form in order to have your reimbursements auto-deposited to your checking account.

What happens if I terminate my employment from Stanford?

Your CCSG contributions to your DDOSA will stop with your last paycheck. You may submit receipts for reimbursement for eligible care provided through the end of the plan year. However, you can only be reimbursed up to the balance remaining in your account at the time your contributions end.