



**HARVARD HUMAN RESOURCES**  
**Office of Work/Life**

# University-Wide Child Care Scholarships

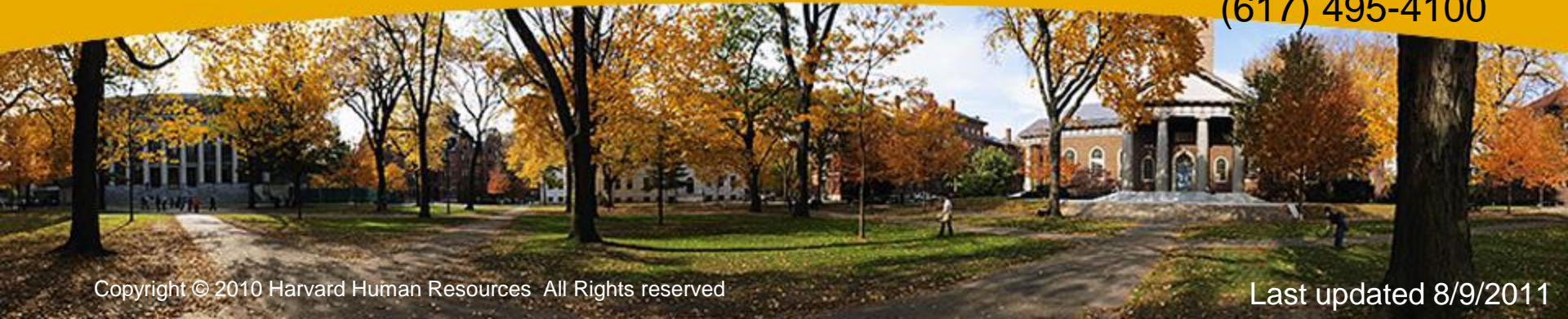
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Presented by  
The Office of Work/Life

<http://harvie.harvard.edu>

[worklife@harvard.edu](mailto:worklife@harvard.edu)

(617) 495-4100



▶ Life Changes

▶ Compensation & Benefits

▶ Career & Professional Development

▼ Work/Life Balance

Employee Assistance Program

Caring For Yourself & Others

Caring for Children

Flexible Work

▶ Policies & Contracts

▶ Employee Community

## Work/Life Balance



### Child Care Scholarships ▶

Harvard provides financial assistance for staff and faculty to help pay for full-and/or part-time child care. Application deadlines and award periods are running now!



### Mental Health & Crisis Care ▶

Harvard's EAP is available to help you and your household members, 24 hours a day, every day. Call for free, expert, confidential consultation or for a referral.



### Aug. 29-Sept. 2 Vacation Camp! ▶

Located in the Cambridge, Longwood, and Business School campuses. For ages 6-12, \$20 per day/child or \$100/week. Register online [here](#).

## Fiscal Year 2012 Child Care Scholarship Application Opens Thursday, July 21, 2011!

**Deadline: 9 p.m. on Tuesday, September 13, 2011**

### Who can apply?

**Benefits-eligible** staff in the following employee groups:

- Faculty
- Non-Union Administrative/Professional Staff
- Postdoctoral Fellows

### If I'm only just pregnant, should I still apply?

Yes! If you will incur child care costs prior to June 30th of 2012, you should definitely apply.

### What kinds of care can be reimbursed?

Nearly any type of care for children under 13!

This includes afterschool care, daycare, nanny car, babysitters, and even friends/family members who may be caring for your child.

Click [here](#) for more info.

### Contact us

Office of Work/Life  
1350 Massachusetts Avenue, Suite 652  
Cambridge, MA 02138  
Phone: 617-495-4100  
Email: [worklife@harvard.edu](mailto:worklife@harvard.edu)

Harvard University Longwood Campus  
Work/Life  
**Nina Dickerman**, Work/Life Liaison  
90 Smith Street, suite 141  
Roxbury, MA 02120  
Phone: 617-432-7448

Employee Assistance Program  
877-EAP-HARV (877-327-4278)

[Child Care Bulletin Board](#)



# Brief History (1 of 2)

- Child Care Scholarships were first introduced at Harvard in 1989 to help employees balance the demands of work and family life.
- The conflict of these demands has historically disadvantaged women. Women were often forced to either:
  - Choose either work OR family, or
  - Perform twice the labor of work AND family
    - AKA ‘the second shift’ (Hochschild 1989)
- Today, all genders can benefit from the scholarships.



# Brief History (2 of 2)

- The Office of Work/Life took over the program in 2004:
  - 2004: 124 award recipients
  - 2011: over 700 award recipients
- Today, Harvard offers multiple scholarships (including Union scholarships not discussed today) and awards more than \$3 million each year.
- Scholarships are intended to be just one of the supports that help parents come to work, and are intended only to offset the cost of care – not to pay for it in its entirety.



**Am I Eligible?**






## **Eligibility Criterion 1:** **Your Benefits Eligibility**

You must be benefits-eligible at Harvard.

This means that:

- You receive your paycheck from Harvard
- You are eligible for full benefits
- You work a minimum of 17.5 hours/week



## Eligibility Criterion 2: Your Employee Group

You must be in one of the following employee groups:

- Admin/Professional Staff (APS); or
- Non-Union Support Staff (N-USS); or
- Post-Doctoral Fellows who get a paycheck from Harvard; or
- Non-Ladder Faculty
- Ladder faculty with a child **under** 6 (born **after** July 1, 2005):
  - *Use same application, but different rules apply*
- Ladder Faculty with a child **over** 6 (born **before** July 1, 2005)

Other employee groups:

- Members of Harvard unions (HUCTW, SEIU, etc.):
  - *Separate applications (negotiated benefit)*



## Eligibility Criterion 3: **Your Partner/Spouse**

- 1) If you have a spouse/partner, they must either:
  - Be employed (min. 15 hours/week); OR
  - Be a student (min. 15 hrs/wk incl. study & homework time); OR
  - Be disabled OR caring for a disabled person (min. 15 hrs/wk); OR
  
- 2) If your spouse does not currently meet one of the above criteria, but intends to do so by May 1<sup>st</sup> next year, you can still be eligible.
  - You will be given a provisional award disbursable upon confirmation of spouse/partner eligibility
  - You can only claim child care costs you incur while your spouse is working
  - For child care help while job hunting, consider our back-up care programs and subsidies





## Eligibility Criterion 3: **Your Partner/Spouse**

- If both you AND your spouse/partner are Harvard employees, only one of you need apply.
  - Each employee group has its own fund
  - Each family receives one award
  - If you and your spouse/partner are in different empl.groups, you will receive the higher of the two empl. groups' awards
- Your partner does not have to be a 'qualified domestic partner' as defined by the State of Massachusetts in order for you to qualify for a scholarship.



## Eligibility Criterion 4: **Your Children & Your Care Provider**

### Your child(ren):

- Must have been born on or after Sept. 1, 1998 (they will turn 13 on or after Sept. 1, 2011)
- Must be your legal dependent (verifiable by tax returns), and you must be responsible for their child care costs

### Your provider:

- Can not live with you unless they are ***‘in your employ’*** (nannies, au pairs), AND
- Must have a SSN or Tax I.D. Number, AND
- Must provide care while you are at work

➤ **If you are expecting children and will have costs before June 30, 2012, apply now**

# What Counts as Qualifying Child Care?

- **Care used while you are at work**

- Child care centers
- Family day care providers
- Preschool/Kindergarten
- After-school programs
- Daytime summer camps
- Family member, friend, babysitter, relative -- as long as they meet criteria on previous slide
- Questions about other types of care? Ask us!

- **Scholarship awards can be used toward child care, but not enrichment activities.**

- Not eligible: Private or one-on-one violin/swimming/etc. lessons
- Eligible:
  - A swim program at the local YMCA as part of their afterschool program
  - An after-school program focusing on violin classes in a group setting during your work hours



## Eligibility Criterion 5: **Your Income**

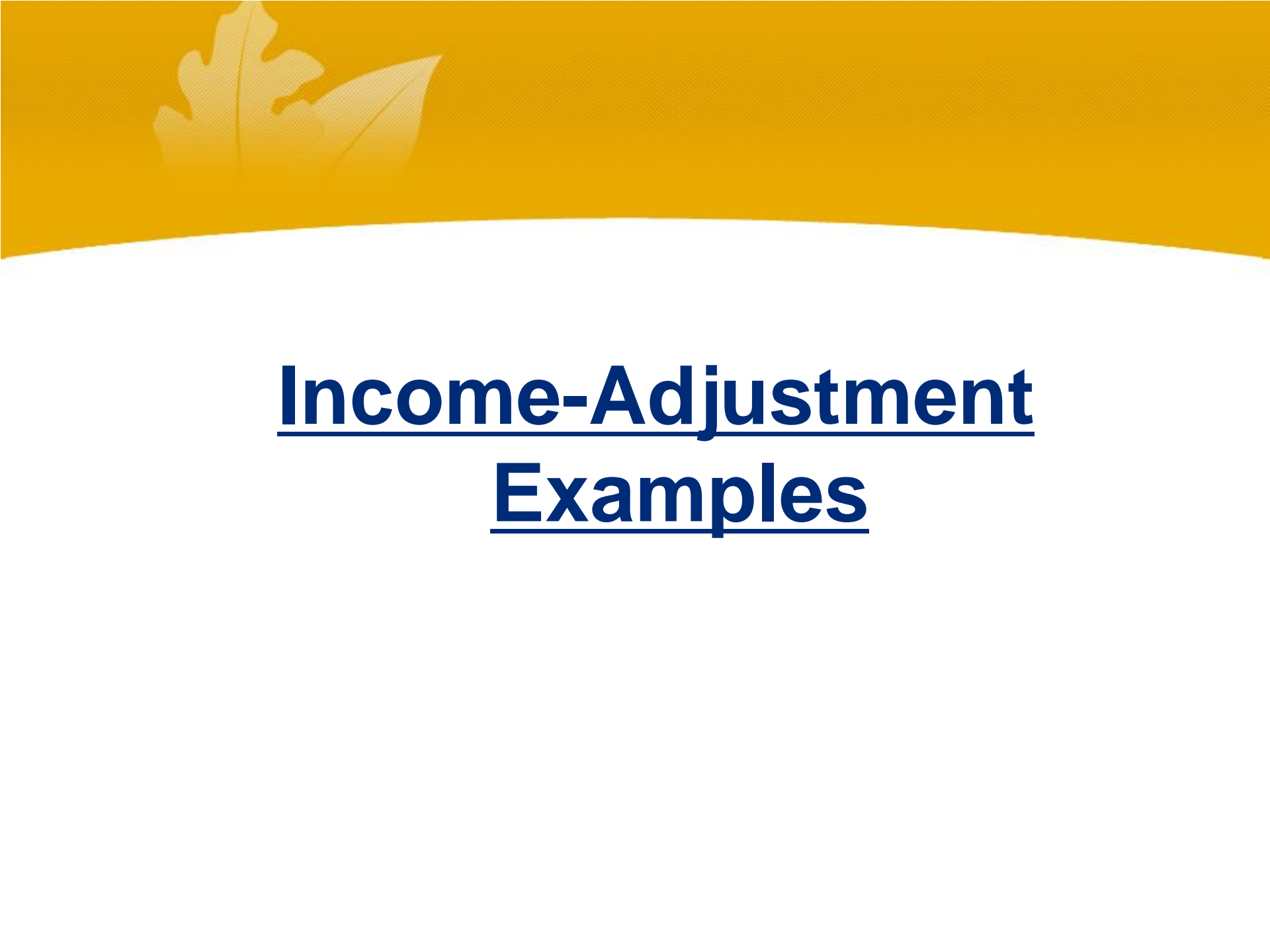
**Total Household Income (THI) must < \$130k,**  
**UNLESS:**

- 1) You live in a single-parent household (subtract \$10k from THI)
  - 2) You have more than one child under 13 (subtract \$10k from THI for each child under 13 beyond the first).
- This results in your Adjusted Household Income
- ***Please do not make these adjustments yourself***



# How do we calculate your income?

- Total household income =  
(GROSS per-paycheck wages) x (Yearly pay frequency)  
+ (Any additional/non-regular income)
- If this is not a fair or accurate representation of your actual total household income, return to the job(s) and explain why as TEXT.
  - Do not adjust amounts or pay frequency for small, occasional, or temporary deviations in your regular income
    - This includes maternity leaves, short periods of unemployment, etc.
  - If the variations are large or if pay frequencies are very irregular, please average the wages.
  - If there is a permanent change to your salary, you may average the two regular salaries.



# **Income-Adjustment** **Examples**



# Eligibility Criterion 5: **Your Household Income - Examples**

## Family A:

- a) Single Parent Household
- b) \$69,000/year total household income
- c) Two children: 5-year-old and 14-year-old

## Work/Life's Adjustments to Total Household Income:

- \$10,000 deducted for being a single parent
- \$0 deducted for children – no children beyond the 1<sup>st</sup> one under 13 years of age
- ***Adjusted total-household income is \$59,000***

# Eligibility Criterion 5: **Your Household Income - Examples**

## Family B:


- a) Dual-Parent Household
- b) \$62,000/year total household income
- c) Three children: 10, 12, and 15 years old

## Work/Life's Adjustments to Total Household Income:

- Dual-parent household, so \$0 deducted for single parent household status
- Only two children under 13 years old
- \$10,000 deducted for the one child beyond the 1<sup>st</sup> one under 13 years of age
- \$0 deducted for the 3<sup>rd</sup> child (not under 13 years of age)
- ***Adjusted total household income is \$52,000***

## Eligibility Criterion 5: Your Household Income (cont.)

Number of Children Born after 9/1/97	Single-Parent Household	2-Parent Household
	Work/Life adjusts household income by...	
1	-\$10,000	\$0
2	-\$20,000	-\$10,000
3	-\$30,000	-\$20,000
4	-\$40,000	-\$30,000
5	-\$40,000	-\$30,000
...	-\$40,000	-\$30,000



Exceptions to these rules may be considered on a case-by-case basis in the presence of special circumstances, which must be demonstrated in writing.

# FY'12 Scholarship Timeline

» Green rows require action by you	
July 1, 2011	» Begin collecting receipts for/keeping track of any child care costs incurred in Fiscal Year 2012 (between 7/1/11 and 6/30/12)
July 21, 2011	Application opens
August 26, 2011	» Courtesy Documentation Deadline
September 8, 2011	Work/Life notifies those who took advantage of Courtesy Documentation Deadline
August 26 – September 13, 2011	Response time from Work/Life may be slow
September 13, 2011	» Application closes
September – October, 2011	Application review period
Early November 2011	Award letters, claim forms, and instructions mailed home
Mid-November, 2011	» First claim form due for any costs already paid/contracted for in FY2012 (7/1/11 – 6/30/12). <b>Requires signature of child care provider.</b>
End of December 2011	1 <sup>st</sup> payment deposited into paycheck if you've submitted claim forms by deadline. <b>Maximum payment is ½ of award, but is taxed.</b>
End of May 2012	» Second claim form due for any costs already paid/contracted for in FY2012 (7/1/11 – 6/30/12). <b>Requires signature of child care provider.</b>
July 2012	2 <sup>nd</sup> and last payment deposited into paycheck if you've submitted claim forms by deadline. <b>Maximum payment is either ½ or whole award, but is taxed.</b>



**WHAT TO DO:**

1. Submit any additional information we requested from you in the award letter (only if we asked for it).
2. Pay for your child care.
3. Have your child care provider fill out their section of this form and sign it.
4. Turn in this claim form 4 times/year (every 3 months) to get payments 4 times/year; OR, turn it in only once or twice/year if you only wish to get payments once or twice/year.
5. If you have a contract with your center provider and you pay the same fee each period for the whole year you can choose to only send this in once. Just circle all months and have it signed.

You can turn in this form by fax, mail, or in person.  
Deadlines are listed to the right.

The absolute DEADLINE for getting your claim form to us this fiscal year is June 15, 2011.

If you do not turn in at least one form by this date, we can not pay you your scholarship.

**Claim Form DEADLINES**

(always Tuesdays)

Claim Form DEADLINES (always Tuesdays)		Paycheck Date
Jul-Sept	September 28, 2010	October 15, 2010*
Oct-Dec	November 30, 2010	December 17, 2010*
Jan-March	March 29, 2011	April 15, 2011*
Apr-June	June 7, 2011	June 24, 2011**

**NOTE: Taxes will be deducted.**

\* A maximum of 1% of your award.

\*\* Remainder of award or maximum of expenses (whichever is smaller).

**Deliver via MAIL or IN PERSON:**

Office of Work/Life Resources  
Attn: Claim Forms  
1350 Massachusetts Avenue, Suite 652  
Cambridge, MA 02138

**Deliver via FAX:**

(617) 495- 4124

Phone: (617) 495 – 4100

**SCHOLARSHIP RECIPIENT – Complete this section**

Harvard Employee Name:

Harvard ID: \_\_\_\_\_

**CHILD CARE PROVIDER – Complete this section**

Childcare Provider Name:

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Street Address:

City and State:

License # or Tax ID #:

Zip:

OR Social Security # if you don't have a  
tax ID # or a License #:

First name(s) of employees'  
children in care of provider: 1)

2)

Care for the months of (circle):

2010: JUL AUG SEP OCT NOV DEC 2011: JAN FEB MAR APR MAY JUN

Monthly Rate: \$\_\_\_\_\_

OR

Weekly Rate: \$\_\_\_\_\_

# of weeks: \_\_\_\_\_

OR other periods of time and  
amounts:

CHILD CARE PROVIDER  
SIGNATURE:

DATE:

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Child Care Scholarship Claim Form - Admin and Professional Staff

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Child Care Daily

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[http://harvie.harvard.edu/docroot/doc-lib/400\\_W](http://harvie.harvard.edu/docroot/doc-lib/400_W)



# **Determining the Awards**



# How do we use your taxes?

**Taxes are NOT used to determine your award.**

Awards are based only on this fiscal year's household income.

**Taxes are used ONLY to verify:**

1. Dependents

- Names on application must match those on your taxes
- Unborn or recently born children: list in application, explain they were not born in time to claim on taxes

2. Income consistency (or inconsistency, with explanation) this year vs. last year

- Next year's application's taxes are used to retroactively verify your reported income projection for this year – awards may or may not be adjusted



# **All awards are provisional**

- 1) Each award is provisional (i.e. not guaranteed) until you submit claim forms
- 2) We reimburse you, but only for what you have actually spent, regardless of the size of your award
  - You will never be reimbursed for more than the amount you actually spend
  - If you spend less than your award, you will forfeit the unspent portion
  - Reimbursement is taxed – taxation explained later



# Important Notes on Awards (1 of 2)

- Postdoc awards tend to be 20-30% lower due to high demand
- We recommend that you not make any child care decisions based on expectations of an award
- Scholarships are intended only to offset the cost of care, and not to cover it in its entirety
- Award amounts will vary from year to year, depending on:
  - Total number of applicants in an income category
  - Distribution of incomes within a given income category



## Important Notes on Awards (2 of 2)

- Taxes: awards are treated by the IRS as income, and taxed at nearly 36% initially. (Some of this may be returned to you when you file your taxes – please consult your tax professional.)
  - More info: Google ‘imputed income Massachusetts’
- These awards are approximate figures – they are ***not guaranteed.***
- These figures are ***average ranges*** based on collective data over the past few years, and should ***not*** be taken as predictive.



# Sample Awards

*These awards are not guaranteed.*

*Please do not expect to receive these amounts – they are intended only as rough guides.*

*\*\*Postdoctoral Fellow awards may vary significantly.*

<b><u>Adjusted</u> Total Household Income (<i>adjusted by Work/Life</i>)</b>	<b><u>Approximate</u> award range<sup>1</sup> (before taxes)</b>
\$0 - \$55,000	Approx. \$5,000 - \$7,000
\$55,001 - \$75,000	Approx. \$3,000 - \$5,000
\$75,001 - \$100,000	Approx. \$1,000 - \$3,000
\$100,001 - \$130,000	Approx. \$0 - \$1,000
\$130,000 +	\$0

**1. Postdoc awards tend to be 20-30% lower due to high demand.**



# **The Application**

# PeopleSoft®

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Confidentiality Agreement

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Harvard Publications

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Review and update your personal information.

- ▶ [Personal Information Summary](#)
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Review your pay and compensation history. Upload direct deposit and other deduction or contribution information.

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- ▶ [Direct Deposit](#)
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**Benefits**

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

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- ▶ [Dependent/Beneficiary Info](#)
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**Learning and Development**

Add or review information related to learning and other development such as: languages, licenses and certificates, competencies, and memberships.

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## Child Care Scholarship Application

Nela Suka

### Welcome to the Child Care Scholarship Application!

#### Program Goals

The child care scholarship program is intended to help defray the costs of child care for working parents who would be unable to work without care, and to provide financial assistance to families for whom child care costs pose the greatest comparative financial burden within the context of individual family circumstances.

#### Other Resources

The Office of Work/Life is pleased to administer this program, one of several family support services available to you as a Harvard employee. As an additional benefit, Harvard's Employee Assistance Program (EAP) can help you find affordable child care and think through all of your dependent-care needs. You may contact Harvard's EAP at 1-877-EAP-HARV (1-877-327-4278) for free referrals and consultation. Please also remember to review the other programs offered by our office by visiting [our pages on HARVie](#).

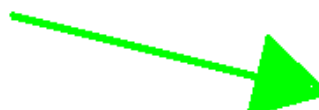
#### Recommended First Steps

Before you begin the application, we encourage you to review it once in its entirety. This will help you to anticipate both the time it will require to fill it out, and the information that you will likely need to collect in order to provide the detailed information that we require. We encourage you to review the [Application Instructions](#) before you begin. You will have an opportunity to save your application after you have completed the first four (very simple) 'pre-pages' (including this page).

The Office of Work/Life processes over 700 scholarship applications annually, and it is only through a rigorous process of considering complex criteria that we are able to manage the program both fairly and efficiently. Please do your part by filling out the application carefully.

Please select the application form you would like to view or edit, or click "New" if you are starting a new application.

Application Number	Application Type	Application Cycle	Status
<a href="#">4299</a>	Admin/Profnl & Non-Union Staff	FY2011	Submitted
<a href="#">4640</a>	Admin/Profnl & Non-Union Staff	FY2012	Canceled
<a href="#">4641</a>	Admin/Profnl & Non-Union Staff	FY2012	Canceled
<a href="#">4642</a>	Admin/Profnl & Non-Union Staff	FY2012	Canceled
<a href="#">4643</a>	Admin/Profnl & Non-Union Staff	FY2012	Submitted



Continue - Check Scholarship Eligibility

## Child Care Scholarship Application

Nela Suka

### Job Information

The section below lists all jobs you hold at Harvard. Job data is drawn directly from PeopleSoft. The details of each of your jobs will determine which scholarship fund you are eligible for. Select a job to see for which fund the job makes you eligible. If you have multiple jobs, some of them may not be eligible.

**If, according to your jobs below, you are eligible for a scholarship from the Postdoctoral Fellows fund, as well as a scholarship from another fund, we recommend that you select the other job/fund, as the demand on Postdoctoral Fellow funds is comparatively higher.**

Employee Classification	Department	Job Title
<a href="#">Admin &amp; Professional</a>	CADM^VPHR^Office of Work/Life	Work Life Analyst I

### Job Data used to determine your eligibility to the Childcare

**Department** CADM^VPHR^Office of Work/Life  
**Location** 124 Mt Auburn St, Univ Place  
**Job Title** Work Life Analyst I  
**Business Title** Work Life Analyst  
**Empl Class** Admin & Professional  
**Standard Hours** 35.00

### Your children/dependents

☐ Yes ☐ No Do you, or will you have, any children born after July 1, 2005?

### YOUR ELIGIBILITY

To determine your eligibility, please select a job, and a response regarding your children's age, above. (If you only have one job, you need only select a response about children's age.)

#### Application Type

Scholarship Cycle

Scholarship Cycle Starts

Scholarship Cycle Ends

Application Deadline

Begin Application

## Child Care Scholarship Application

Nela Suka

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## Job Data used to determine your eligibility to the Childcare

<b>Department</b>	CADM^VPHR^Office of Work/Life
<b>Location</b>	124 Mt Auburn St, Univ Place
<b>Job Title</b>	Work Life Analyst I
<b>Business Title</b>	Work Life Analyst
<b>Empl Class</b>	Admin & Professional
<b>Standard Hours</b>	35.00

## Your children/dependents


☒ Yes☐ No

Do you, or will you have, any children born after July 1, 2005?

## YOUR ELIGIBILITY

To determine your eligibility, please select a job, and a response regarding your children's age, above. (If you only have one job, you need only select a response about children's age.)

<b>Application Type</b>	Admin/Profnl & Non-Union Staff
<b>Scholarship Cycle</b>	Fiscal Year 2012
<b>Scholarship Cycle Starts</b>	07/01/2011
<b>Scholarship Cycle Ends</b>	06/30/2012
<b>Application Deadline</b>	09/13/2011

  
Begin Application





# The Application

- Required fields highlighted in yellow
- ‘Check Required Fields’ function - process may take several minutes
  - Function finds one missing field at a time and requires you to fill it in
  - You then click ‘Check Required Fields’ again to find the next missing field
  - Continue process until all required fields are filled in
  - ***Please allow yourself ample time before the deadline to run the ‘Required Fields’ check***

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## Child Care Scholarship Application

Nela Suka

**Application Number** 702

**Application Deadline** 09/15/2010

**Application Status** Saved, Not Submitted

**Updated By User** Natalie Beaumont-Smith

**Updated Date/Time** 08/10/10 9:36:34AM

SAVE DRAFT

EXPAND ALL SECTIONS

CHECK REQUIRED FIELD

COLLAPSE ALL SECTIONS

SUBMIT APPLICATION

PRINT APPLICATION

CANCEL APPLICATION

All paperwork completed

☒ Yes☐ No

## 1. INTRODUCTION

**Please note: Friday office hours have been changed to 8:30-10:00 am ONLY.**

PLEASE NOTE THAT UNTIL YOU HIT 'SUBMIT,' YOUR APPLICATION WILL NOT BE SENT TO THE OFFICE OF WORK/LIFE FOR REVIEW.

1) You should have the [Application Instructions](#) and [Rules & Eligibility Guidelines](#) open in another tab or window as you fill out the application. If something is unclear, you will most likely find an answer in the Instructions or the Guidelines.

2) You will need to refer to the following personal documents as you fill out your application.

- Copies of spouse/partner's pay stubs from the two most recent consecutive pay periods, if married or partnered
- Copies of pay stubs from any additional jobs you or your spouse/partner have had this year (two most recent consecutive pay periods)
- A copy of your and your spouse/partner's (if married or partnered) Federal Income Tax Return from last year (e.g., Form 1040, Form 1040-A, Form 1040-EZ, Form 1040-NR, etc.)

3) You must save your application before you exit or your data will be lost.

- You must save your application after you perform the Required Fields check and correct all missing information, or the corrected information will not be saved.
- Applications that are saved but not submitted by the deadline will be rejected by the system, and will not be sent to the Office of Work/Life.
- Once you submit your application, you can make edits until the deadline.
- You can cancel your application anytime and start over. Information from the canceled application will not be available for editing. If you cancel your application by mistake, please contact us.

## 4) Scheduled PeopleSoft Outages

PeopleSoft is currently scheduled to be unavailable during the weekend before the deadline (from Friday, September 10th at 5pm, until Monday, September 13th at 8am). Please take note of this and plan accordingly.

PeopleSoft is also unavailable on a regular basis on all Sundays from 5 am until 9 am. We will update this section if we become aware of any changes to this information.

5) Required fields will be highlighted in yellow. You can use the 'Check Required Fields' feature to make sure you have filled in all required fields correctly.

6) All dates, amounts, estimates, and other figures in this application refer to the current scholarship cycle, which is Fiscal Year 2011 (July 01, 2010 - June 30, 2011), unless otherwise noted. The only time we will be asking for calendar-year data rather than fiscal year data will be for your Tax Income. All other

## Menu

Search:

- My Favorites
- Harvard Processes
- Self Service
  - Time Reporting & Absence Mgmt
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - [Confidentiality Agreement](#)
  - [Harvard Publications](#)
- Childcare Scholarship App
  - Workforce Administration
  - Payroll for North America
  - Workforce Development
  - Workforce Monitoring
  - Set Up HRMS
  - Reporting Tools
  - PeopleTools
  - [MessageMe](#)
  - [Privacy Statement](#)

Required fields are highlighted in green. You can use the check required fields feature to make sure you have filled in all required fields correctly.

6) All dates, amounts, estimates, and other figures in this application refer to the current scholarship cycle, which is Fiscal Year 2011 (July 01, 2010 - June 30, 2011), unless otherwise noted. The only time we will be asking for calendar-year data rather than fiscal year data will be for your Tax Income. All other requested information refers to the fiscal year.

## 2. CONTACT INFORMATION

## Address

\_\_\_\_\_  
\_\_\_\_\_  
USA

## Phone Numbers

Phone Type	Telephone	Phone Extension
Business/Office	617/495-5933	
Home	_____	

## Email Address to be used for Child care Scholarship communication ONLY

\_\_\_\_\_

Please double check your email address for any errors. You can enter multiple email addresses by separating them with a semi-colon.

All scholarship communications (with the exception of the application submission confirmation email) will be sent to the email address you have entered above, unless you elect to do otherwise below. Even if you prefer NOT to receive **decision** notification via email, please DO enter your email address above for contact purposes.

For details on how to update your contact information, please see the [Application Instructions](#).

Please remember to add [childcare\\_scholarships@harvard.edu](mailto:childcare_scholarships@harvard.edu) to your Contacts or 'Safe Senders' list in order to ensure that you will receive the decision notification.

You will be notified of our decision by email. If you prefer to receive notification by U.S. Postal Service, please check the box below:

☐ I prefer to receive decision notification by postal service.

## 3. HOUSEHOLD MEMBERS AND CHILD CARE EXPENSES

Below, you will have an opportunity to add and edit your dependents/household members.

# What do I need to do in order for my application to be complete?

- Read “Application Instructions” and “Rules & Eligibility Guidelines”
  - Links are on the Application and on the FY11 Scholarship Page on HARVie
- Your application must be complete in the following ways in order to be considered:
  - Filled out completely by deadline
  - Accompanying documentation submitted on time
  - Information that does not fit neatly into provided fields should be explained in assigned text boxes

FY12 Scholarship Rules & Eligibility Guidelines v1.doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Spelling & Grammar Research Thesaurus Translate Word Count Proofing

New Comment Delete Previous Next Comments


Track Changes Balloons Show Markup Reviewing Pane Tracking

Accept Reject Previous Next Changes

Compare Show Source Documents Compare

Protect Document Protect

1 2 3 4 5 6 7

 **Harvard University**

**FISCAL YEAR 2012**

**UNIVERSITY-WIDE CHILD CARE SCHOLARSHIPS**

**RULES & ELIGIBILITY GUIDELINES**

**PROGRAM GOALS & AUDIENCES**

The Child Care Scholarship Program is intended to help defray the costs of child care for working parents who would be unable to work without care, and to provide financial assistance to families for whom child care costs pose the greatest comparative financial burden within the context of individual family circumstances.

It is your responsibility to read and understand Harvard's Child Care Scholarship Program guidelines before completing the application process.

Harvard offers separate funds for various employee groups. All programs (with the exception of the HUCTW fund) are administered through Harvard University's Office of Work/Life.

**This application is for:**

- **Non-Tenured/Non-Tenure Track Faculty**
- **Tenured/Tenure-Track Faculty with children OVER 6 (born BEFORE July 1, 2005)**
- **Post-Doctoral Fellows:** You must be **benefits-eligible** and receive your **paycheck from Harvard**, regardless of whether you are an 'external' or 'internal' post-doc.
- **Administrative Professional Staff**
- **Non-Union Support Staff**
- **Tenured/Tenure-Track Faculty with children UNDER 6 (born AFTER July 1, 2005)** should use this same application, but their eligibility will be determined using the [Guidelines for the Ladder ACCESS Program](#).

**Other employee groups:**

- **HUCTW members:** Members of HUCTW, please contact HUCTW at 617-661-8289 or [childcare@huctw.org](mailto:childcare@huctw.org) for HUCTW scholarship information.
- **Service & Trade Union members:** Our office accepts scholarship applications from members of Harvard's Service & Trade Unions in a separate process and application from this one. The next deadline is coming up in January of 2012, but you may apply before then (your application will be evaluated in January). Please contact us at 617-495-4100, or email us at [worklife@harvard.edu](mailto:worklife@harvard.edu) for more information.

Page: 1 of 6 Words: 2,554

90% 4:45 PM

[Link to Rules & Guidelines](#)

## Fiscal Year 2012 Child Care Scholarship Application Instructions

### Step 1: Navigating PeopleSoft

You may need to disable your pop-up blocker (or make an exception to your normal pop-up settings). You can find instructions on how to do this in [Firefox here](#), and in [Internet Explorer here](#).

#### 1) The Magnifying Glass Feature: Browsing drop-down menus for 'Relationship Types' and 'Paycheck Frequencies'

PeopleSoft does not contain a drop-down menu feature. Instead, it has a magnifying glass which, when clicked, opens a page with a list of options, from which you can choose. *See Pictures A and B below.*

#### 2) Adding/deleting Jobs/Employers, Persons Authorized to Receive Info About Your Scholarship, and 'Unborn Children and Other Household Members Not Found in PeopleSoft'

PeopleSoft requires that you use the plus ('+') and minus ('-') signs in the top right corner of each sub-section to respectively add or delete entries. (Note: PeopleSoft refers to a person or job added in this way as a 'row' – this may become relevant if PeopleSoft tries to communicate with you via pop-up dialog boxes, etc.) *See Pictures A and B below.*

If you add multiple jobs or household members (i.e. 'rows'), you will be able to flip through each addition ('row') using the left and right arrows located in the blue heading bar of each sub-section.

#### → Display Glitch in the 'Unborn Children and Other Household Members Not Found in PeopleSoft' Sub-Section

*If you must delete and subsequently add a household member ('row') in this sub-section, a display glitch will require a few additional steps.*

→ *This will not be an issue for you if you do not need to add additional household members in this sub-section.*

- *What you can expect to happen: Once you confirm that you **DO** want to delete this household member, all of the questions as well as all of the answer fields in this sub-section will **TEMPORARILY** become blank/disappear.*
- *What you can do to fix this: If this happens and you **DO** need to add **OTHER** household members in this sub-section, but cannot see the questions or the answer fields because of this display glitch, follow these steps:*
  1. *Save your application.*
  2. *Return to the main SelfService page and re-open your saved application.*
  3. *The questions should now reappear, and the household member you were trying to delete should have been deleted.*
  4. *You should now be able to add additional household members.*

*Thank you for your patience as we work to fix this issue.*

Picture A

The screenshot shows a web form with the following elements:

- A search bar with 'Name' and 'Relationship' labels.
- A 'Date of Birth or Due Date' field with a '+' and '-' icon in the top right corner.
- Radio buttons for 'Household Member' and 'Child/Dependent'.
- A red arrow pointing to the magnifying glass icon next to the 'Relationship' field, labeled 'BROWSE Relationship Types'.
- A red arrow pointing to the '+' and '-' icons in the top right corner of the sub-section, labeled 'ADD/DELETE household members/dependents'.



# List of Required Documents

- Required Documentation Cover Sheet
- Spouse/partner's pay stubs
- Pay stubs from additional jobs
- Completed, signed copies of the FIRST TWO pages of your federal tax return from last calendar year (e.g. Form 1040, 1040A, 1040EZ, 1040NR, 1040NREZ, etc.).
  - First two pages only UNLESS you have non-zero entries on line 12 (see next item).
- If you/spouse/partner are self-employed, OR have non-salary income, OR have entries on line 12 of your tax return, submit appropriate documentation
  - Usually a Schedule C, Schedule E, or other federal forms relating to self-employment or non-salary income
- Verification of spouse/partner student status from the registrar of the school.
- Affidavit of unpaid employment from the employer if you or your spouse are working, but not paid.
- If you filed a tax return deadline extension request, submit copy of request.
- If you did not file taxes in the U.S. and/or your financial documents originate in a country other than the U.S., submit comparable documentation of income



# Documentation Checklist & Courtesy Documentation Deadline

- We update the Documentation Checklist as we receive documentation
- Courtesy documentation deadline: Fri., Aug. 26
  - Documents received by Fri., Aug. 26 will be recorded in application by Thurs., Sept. 8
  - This will give you a chance to submit any missing paperwork by the final deadline
- If you miss the Fri., Aug. 26 courtesy deadline, please review the papers you send carefully, as we will be unable to provide feedback.

## 9. REQUIRED DOCUMENTATION

**NEW THIS YEAR: Document Receipt Tracking in PeopleSoft**

In the Document Checklist below, as well as in the 'All Paperwork Completed?' question at the top of the application (below the 'Expand,' 'Collapse,' and 'Print' buttons), you will be able to see which of your documents we have received, and whether we have received all of the documents we need. The Office of Work/Life will update this section as we receive your documentation (you cannot modify the boxes yourself).

**Please see the [Application Instructions](#) for important details on:**

- 1) When and how we will update this checklist, and
- 2) How to know whether your documentation is complete.

**To complete your application, you are required to submit certain documents to our office.**

- 1. Packets must be delivered or postmarked by the close of business on the day of the deadline (5 pm on September 15, 2010).** Documents postmarked or hand-delivered after the deadline will not be accepted, unless approved in advance by our office.
- 2. Your application number MUST BE written on all of the documentation you submit to us.** We can not guarantee that documentation without application numbers will be matched with your application in time for review.
- 3. We recommend that you submit all of your documents in one packet if it is possible.**
- 4. Given that there may be a lag in processing time close to the deadline, we strongly suggest that you send in your documentation well before the deadline, even if you have not yet submitted your application in PeopleSoft.**

<input type="checkbox"/>	Copies of spouse/partner's pay stubs from the two most recent consecutive pay periods (Note: we no longer need the Harvard paystubs of the primary applicant, but do need them for the spouse/partner if they are a Harvard employee)
<input checked="" type="checkbox"/>	Copies of pay stubs from any additional jobs you or your spouse/partner have had this year.
<input checked="" type="checkbox"/>	Completed, signed copies of the FIRST TWO pages of your (and your spouse/partner's, if applicable) 2009 Federal Income Tax Return (e.g. Form 1040, 1040A, 1040EZ, 1040NR, 1040NREZ, etc.). Please submit the first two pages of your federal tax returns only, UNLESS you have any non-zero entries on line 12 of your tax return (if you do, please see the next item in this list).
<input checked="" type="checkbox"/>	If you or your spouse/partner are self-employed or have non-salary income OR have any entries on line 12 of your tax return, we will also need the accompanying documentation, usually a Schedule C, Schedule E, or any other federal forms relating to self-employment or non-salary income.
<input checked="" type="checkbox"/>	If you have filed a deadline extension request with the IRS, please submit a copy of the request. You will later need to show the filed tax forms in order to claim your scholarship.
<input checked="" type="checkbox"/>	If you did not file taxes in the U.S. last year and/or your financial documents originate in a country other than the U.S., please submit comparable documentation to demonstrate income.
<input checked="" type="checkbox"/>	An affidavit of unpaid employment from the employer if you or your spouse/partner are working, but not paid.
<input checked="" type="checkbox"/>	Verification of spouse/partner student status from the registrar of their school.
<input type="checkbox"/>	<p>A COPY OF THE REQUIRED DOCUMENTATION COVER SHEET found at the link below.</p> <ul style="list-style-type: none"> <li>- On the cover sheet, you MUST check off one of the three boxes for each document ('Enclosed,' 'Not Enclosed,' or 'Does Not Apply'). We will be unable to communicate to you whether we have received all your documents if a box for each document is not checked off.</li> <li>- If your packet is missing any documents that pertain to you, you are also required to explain why, and when we should expect to receive them, in the provided space on the cover sheet. (Please note that you must make arrangements with our office in advance if you expect to submit any documents after the deadline.)</li> </ul>

**Please click [here](#) to access the [Required Documentation Cover Sheet](#).**



## If Documentation Is Incomplete

### If documentation is incomplete:

- Review Documentation Checklist @bottom of application
- Missing documents and documents that do not apply to you will BOTH have a blank check box
  - If document does apply to you + has a blank check box = document is missing and you need to submit by deadline
  - If document does not apply to you → no need to submit it (volume)
- It will be up to you to decide whether a document applies to you & whether you need to submit it

Search:

Search:



- My Favorites
- Harvard Processes
- Self Service
  - Time Reporting & Absence Mgmt
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
    - [Confidentiality Agreement](#)
    - [Harvard Publications](#)
    - [Childcare Scholarship App](#)
- Workforce Administration
- Payroll for North America
- Workforce Development
- Workforce Monitoring
- Set Up HRMS
- Reporting Tools
- PeopleTools
- [MessageMe](#)
- [Privacy Statement](#)

## Nela Suka

Application Number 702

Application Deadline 09/15/2010

Application Status Saved, Not Submitted

Updated By User Nela Suka

Updated Date/Time 08/24/10 3:37:26PM

SAVE DRAFT

EXPAND ALL SECTIONS

CHECK REQUIRED FIELDS

COLLAPSE ALL SECTIONS

SUBMIT APPLICATION

[PRINT APPLICATION](#)

## CANCEL APPLICATION

All paperwork completed

☒ Yes☐ No

## 1. INTRODUCTION

**Please note: Friday office hours have been changed to 8:30-10:00 am ONLY.**

PLEASE NOTE THAT UNTIL YOU HIT 'SUBMIT,' YOUR APPLICATION WILL NOT BE SENT TO THE OFFICE OF WORK/LIFE FOR REVIEW.

1) You should have the [Application Instructions](#) and [Rules & Eligibility Guidelines](#) open in another tab or window as you fill out the application. If something is unclear, you will most likely find an answer in the Instructions or the Guidelines.

2) You will need to refer to the following personal documents as you fill out your application:

- Copies of spouse/partner's pay stubs from the two most recent consecutive pay periods, if married or partnered
- Copies of pay stubs from any additional jobs you or your spouse/partner have had this year (two most recent consecutive pay periods)
- A copy of your and your spouse/partner's (if married or partnered) Federal Income Tax Return from last year (e.g., Form 1040, Form 1040-A, Form 1040-EZ, Form 1040-NR, etc.)

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- You can cancel your application anytime and start over. Information from the canceled application will not be available for editing. If you cancel your application by mistake, please contact us.

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PeopleSoft is also unavailable on a regular basis on all Sundays from 5 am until 9 am.

We will update this section if we become aware of any changes to this information.

5) **Required fields will be highlighted in yellow.** You can use the 'Check Required Fields' feature to make sure you have filled in all required fields correctly.

**6) All dates, amounts, estimates, and other figures in this application refer to the current scholarship cycle, which is Fiscal Year 2011 (July 01, 2010 - June 30, 2011), unless otherwise noted. The only time we will be asking for calendar-year data rather than fiscal year data will be for your Tax Income. All other requested information refers to the fiscal year.**

# Documentation Completed?

## Top of Application:

### “All Paperwork Completed – Y/N?”

- If blank: documentation not yet reviewed  
→ Check back
- If ‘Yes’ selected: documentation is complete  
→ No action required
- If ‘No’ is selected: documentation is incomplete  
→ Action required (see next slide)

# Required Documentation Instructions

- 1) Delivered/postmarked **by 5 pm** (not 9pm) on September 13, 2011
- 2) Write application number on all documentation
- 3) Submit all documents in one packet if possible.
- 4) Submit your documentation before deadline, even if you have not submitted online application.
- 5) We recommend using one of these methods:
  - 1) Certified or registered mail (US Postal Service, FedEx, UPS, etc.), OR
  - 2) In-person drop-off at our office during office hours, where you will be given a receipt.
- 6) Please do not use these methods (security/volume/assurance of delivery):
  - 1) Work/Life dropbox
  - 2) Fax submissions
  - 3) Non-certified or non-registered mail
  - 4) Interdepartmental mail
  - 5) Email



## Questions & Follow-up

- Due to volume and the need for documentation of all discussions, **we can not accept phone calls regarding the receipt or status of documents.**
- If you have any questions, please email us. **Please bear in mind that there may be a lag in reply time after Fri., Aug. 26.**





# Outreach Events



# HARVie Chats

## All Employee Groups

Wednesday, August 17, noon – 1 p.m.

Thursday, September 8, noon – 1 p.m.

## Ladder Faculty with children under 6 (Ladder ACCESS Program)

Thursday, August 11, noon – 1 p.m.

Wednesday, September 7, noon – 1 p.m.

To participate, visit [www.harvie.harvard.edu](http://www.harvie.harvard.edu) at the time of the chat and select the red 'Chat Now' button on the left.



# **In-Person Info Sessions**

## **Longwood Medical Area**

Wednesday, August 10, noon – 1 p.m.

Tuesday, August 30, noon – 1 p.m.

## **Cambridge**

Thursday, August 11, noon – 1 p.m.

Wednesday, August 31, noon – 1 p.m.

*Registration Required*

*Location Info Revealed After Registration*



# Deadlines

## Documentation

**5 p.m.** on Tuesday, Sept. 13, 2012

## Applications

**9 p.m.** on Tuesday, Sept. 13, 2012



# **Additional Resources**



# Anticipating Your Child Care Costs

- These are ***average*** estimates for the Boston Area and can vary.
- Estimates are for center-based care. Family day cares & other types of care may be less expensive.
  - Infants: Fulltime care = \$20,000+ /year (centers)
  - Toddlers: Fulltime care = ~\$18,000+ /year
  - Pre-school: Fulltime care = ~\$9,000+ /year
  - After-school care: 5 days = ~\$4,000+ /year
  - Summer Camp: varies significantly



# Flexible Spending Accounts (FSA's) for dependent care

## How it works:

- Contribute money from each paycheck into an FSA on a pre-tax basis
- Pay for your dependent care/medical expenses
- The money from your FSA is returned to you if you've spent that amount on dependent or medical care (up to \$5000)

## The benefit:

- Basically, a savings account that allows you to avoid income taxes
- You gain the amount you would have been taxed
- The money you put aside is worth more than if you had paid for care only with your after-tax income
- Please consult your tax professional (Employee Assistance Program)

## More information:

- Contact Benefits Services at (617) 496-4001, or visit [http://harvie.harvard.edu/Compensation\\_Benefits/Health\\_Benefits/Flexible\\_Spending\\_Accounts.html](http://harvie.harvard.edu/Compensation_Benefits/Health_Benefits/Flexible_Spending_Accounts.html)





# Coming Soon!

## Online Scholarship Claim Forms

- Launching in FY13 (possibly 2nd half of FY12)

## **WATCH Portal** - *WEB ACCESS TO CARE at HARVARD*

- Babysitting services for and by members of Harvard community
- Other caregiving services to come

### **PARENTS CAN:**

- Post babysitting requests
- Save favorite babysitters to personal profile

### **CAREGIVERS CAN:**

- Search for job opportunities
- List their services, qualifications, job preferences, and references
- Receive email notification of opportunities, responses, etc.



## Back-Up Care (in addition to scholarships)

### 1. What is back-up care?

- Care provided when you need to get to work, yet your regular/primary care arrangements are not available
- Back-up care can be used for an adult relative, a child, or even for yourself

### 2. When can I use back-up care?

- On snow days
- When your spouse/partner is sick and cannot care for children
- When you're in-between care arrangements
- When your nanny's on vacation
- When your child's center or regular provider is not able to provide care
- To help you transition back into a regular work schedule when returning from leave; ***and many, many more occasions***

## Back-Up Care (cont.)

### Subsidized Care

- **Parents In A Pinch:**
  - Child and adult care
  - \$15-\$17/hour (4 hr. minimum)
  - Screened and background-checked provider sent to your home (20 days/year max)
  - Not available to Service & Trade Union members (this is a negotiated benefit)
- **Harvard's School Vacation Camps:**
  - \$20/day during school vacations (~3 times/year)
  - On all 3 campuses (LMA, HBS, Cambridge)

## Back-Up Care (cont.)

### Reimbursement for Care Costs

#### – Just In Time Care:

- Pay for back up care first, then get up to \$350 back in reimbursements
- **Separate from (and in addition to) your scholarship**
- Your Harvard salary must be under \$70,000 FTE
- Use to reimburse any qualifying back-up care, including babysitters, friends and family, and any of the programs offered here
- Reimbursement is taxed



## Back-Up Care (cont.)

### Information & Registration For All Programs:

- HARVie > Work/Life Balance > Caring for Children > Back-up & Emergency Care
- *Back-Up Care Cheat Sheet* is available in HARVie's Forms Library
- Currently, separate registration process for each program
- Universal Registration for all back-up care programs forthcoming

# Self Care & Back-Up Care @ Harvard

## WHAT IS BACK-UP CARE?

Back-up care is care provided when regular care arrangements are unavailable.

## WHO CAN USE BACK-UP CARE?

Back-up care can be used for **ANYONE** in your family, including children, adult relatives, and even you!

## EXAMPLES:

- \* After surgery: Hiring someone to be at home with you or a relative
- \* Hiring someone to stay with your child/adult relative when they are mildly ill
- \* Hiring a babysitter when school is closed (snow day!)
- \* Hiring a back-up caregiver when your regular caregiver is on vacation/out sick

## WHEN IT COMES TO BACK-UP CARE, HARVARD'S GOT YOU COVERED!

Program	Description	Eligibility	Cost	Max. Days	Registration Procedure	Reservations & Hours
<b>Parents In A Pinch</b> A provider is sent to your HOME	Parents In A Pinch (PIAP) sends a pre-screened provider to your home when the regular care for your child, elder or other adult is unavailable. Services may be used for you too. (Are you sick? Have you just had surgery? Are you returning from the hospital?)  Services available nationwide. Caregivers available even before 9 a.m.	All benefits-eligible employees other than Service & Trade hourly employees (union-negotiated benefit).  Covered: Children, elders, and other adults (including yourself).	<b>\$16/hour (minimum of 4 hours)</b>  Fee may increase for special services	20 days/year	Advance registration required.  Download registration form and liability waiver from HARVie (or call the WorkLife Office) and then submit it to WorkLife.  You will receive confirmation of registration from WorkLife via email or US mail. PIAP will be notified at the same time.	Reserve care with PIAP by phone at 617-739-KIDS (617-739-5437)  Hours: Mon - Thurs: 8am-8pm Friday: 6am-5pm Sat: Closed Sun: 5pm-8pm
<b>Just In Time Care Program</b>  Get a \$350 reimbursement for money spent on back-up care	Just In Time Care (JITC): Get reimbursed \$350 per year for expenses related to back-up care for yourself, a parent, a spouse, or a child.  Examples: care provided by your mother (or any other relative who doesn't live with you), babysitter, friend, a neighbor, any school vacation camps, center-based care, etc.	Benefits-eligible employees who have a full-time equivalent salary of less than \$70,000. (This does not refer to household income, but to the income of the Harvard employee in the family.)  Covered: Children, elders, and other adults (including yourself).	FREE	No maximum days	Call Harvard's EAP (Employee Assistance Program) at 877-327-4278 to speak with a JITC consultant, who will send you a registration packet & reimbursement invoice via e-mail or US mail. Complete registration forms and send to JITC; JITC will contact you to confirm enrollment. Submit reimbursement invoice to JITC - contact info is on invoice.	Call Harvard's Employee Assistance Program (EAP) 24/7 at 1-877-EAP-HARV (1-877-327-4278).  Non-urgent after hours calls will be returned the next business day.
<b>School's Out Vacation Camps</b>  Send your child to SCHOOL VACATION CAMPS	Camps held on-campus during public school vacations in February, April and August. Three locations: Cambridge campus, Longwood Medical Area, and Harvard Business School.	All benefits-eligible employees.  Covered: School-age children (ages 6-12, grades 1-6).	<b>\$20/day; \$100/week</b>	No maximum days	Register online or by phone:  www.brighthouse.com/backup User name: Harvard Password: 4Backup  Or: 1-866-273-2773	Enrollment opens about 4 weeks in advance of each session and works on a first-come, first-served basis (space is limited).  Make reservations on-line or by phone 24/7. Care arrangements must be confirmed prior to use.
<b>Harvard Employee Assistance Program (EAP)</b>  HELP FINDING CHILD & ADULT CARE (Regular and Backup)	Child & Adult Care Information: * For any general child or adult care questions. * All information is confidential. * Find information on prices, availability, etc., for child and elder care. * Can be used for yourself. * Local AND national resources.	All benefits-eligible employees.  Covered: Children, elders, and other adults (including yourself).	FREE	N/A	No registration necessary. Harvard's EAP will take some basic information about you, which will remain confidential.	Call Harvard's Employee Assistance Program (EAP) 24/7 at 1-877-EAP-HARV (1-877-327-4278).  Non-urgent after hours calls will be returned the next business day.
<b>Dependent Care Flexible Spending Account (FSA)</b>  Avoid taxes on up to \$10,000	Avoid taxes on up to \$10,000 per family when that money is spent on child care (\$5000 limit) or health-related expenses (additional \$5000 limit).  Not administered through the Office of WorkLife	All benefits-eligible employees.  Not administered through the Office of WorkLife	FREE	N/A	Generally, you can enroll in FSAs during Open Enrollment (the yearly benefits-selection process) or following a "Life Event."  Call the Benefits Office at (617) 496-4001 or visit <a href="http://harvie.harvard.edu">http://harvie.harvard.edu</a> for details.  Not administered through the Office of WorkLife	Call the Benefits Office at (617) 496-4001 or visit <a href="http://harvie.harvard.edu">http://harvie.harvard.edu</a> for details.  Not administered through the Office of WorkLife

**Harvard's Back-Up Care Programs: MANY NEEDS, MANY OPTIONS, YOUR CHOICE!**





# Harvard's EAP (Employee Assistance Program) 1-877-EAP-HARV (1-877-327-4278)

- ❖ **All information is confidential & stays with Wellness Corporation – Harvard does not see any identifying information**
- ❖ Can be used by you and your household members
- ❖ All calls answered by trained counselors
  - ☐ Child Care & Schools – EAP does the footwork for you: they call on your behalf to find out availability, prices, etc.
  - ☐ Self Care, Adult Care, Elder Care – nationwide
  - ☐ Legal Aid – speak with a lawyer for free; 25% discount on extensive network after that
  - ☐ Workplace & Coworker Problems; Consultations for Managers
  - ☐ Financial Counseling – debt, budget, investments, and more
  - ☐ Personal problems – mental health & crisis care; problems with drugs, alcohol, and gambling; legal & financial problems; ANY personal issues
- ❖ Local AND national resources
- ❖ Bilingual and bicultural services in 12 languages
- ❖ Email & Live Chat available if phone is inconvenient for you





## Additional Subsidies for Faculty

### Office of Faculty Development & Diversity (FD&D)

- Additional financial support programs for faculty with child or adult dependent care obligations
- Holyoke Center, Suite 880  
1350 Massachusetts Avenue  
Cambridge, MA 02138  
(617) 495-9904(p) \* (617) 495-7694(f)  
[fdd@harvard.edu](mailto:fdd@harvard.edu)
- <http://www.faculty.harvard.edu/>



# Additional Subsidies for FAS Postdoctoral Fellows

## FAS Office of Postdoctoral Affairs

- Travel grants, professional advising, orientations, etc.
- Room 1010, Biological Labs Building, 16 Divinity Ave  
(617) 495-2052  
Twitter: @harvardpostdoc
- <http://www.postdoc.harvard.edu/>



# Work/Life Offices At Harvard

- Office of Work/Life

1350 Mass Ave., Cambridge, Suite 652, Cambridge  
617-495-4100 or [worklife@harvard.edu](mailto:worklife@harvard.edu)  
Nela Šuka, [nela\\_suka@harvard.edu](mailto:nela_suka@harvard.edu)

- Work/Life Liaison for Longwood Medical Area,  
Nina Dickerman

90 Smith St., Suite 141, Roxbury, MA  
617-432-7448 or [ndickerm@hsph.harvard.edu](mailto:ndickerm@hsph.harvard.edu)

- Harvard Intranet for Employees (HARVie):  
<http://harvie.harvard.edu/workandlife>

***Thank you for coming!***

**Please fill out an  
evaluation 😊**

***Questions?***