

This program is funded through an endowment at The OSU Foundation and is paid once per term directly to the child care provider.

Return this form and address any questions by **Noon (12pm), on Friday 10/14/16.**

Childcare & Family Resources, 1030 SW Madison Ave | Avery 213 | Corvallis, OR 97333

For questions, call 541-737-4906 or email amy.luhn@oregonstate.edu

## **MAKE SURE ALL ITEMS ARE CHECKED BEFORE TURNING IN YOUR APPLICATION**

### **Application Checklist/Required Documents**

- Cover Letter\*
- Signed Application
- Copy of current monthly child care bill (September/October 2016)
- Copy of your 2015 IRS Income Tax Return Statement
- Copy of your spouse/partner's 2015 IRS Income Tax Return Statement (if filed separately)

#### International Employees Only:

- Copy of your most current work visa document

Documentation provided will be held as confidential and privileged information by program personnel.

#### Employee Child Care Subsidy Program Parameters:

- Applicants may be full-time or part-time employees in the faculty, staff, or post-doc/fellow classification
- Applicant's children must be currently enrolled in child care.
- Unless extenuating circumstances exist, families with a full-time stay-at-home parent will not be considered for child care assistance.
- If you have significant expenses affecting your household, please address them in the cover letter. (Examples: medical bills, attorney fees, commuting costs) and include documentation (copy of bills, etc.)
- Applicants who report fraudulent information will be disqualified from the subsidy pool.
- Contact Childcare & Family Resources prior to due date, if unable to submit application on time.

#### \*A note about the cover letter:

In order to gain a better understanding of the circumstances parents face, we require that a cover letter accompany every application. Please tell us a little about yourself and your family, as well as any changes that are taking place (pregnancies, adoptions, illnesses, divorces, child care changes, etc.). Should you feel the numbers on your application don't fully represent your situation; the cover letter is your opportunity to describe the unique circumstances of your family. Please restrict your cover letter to one page, single spaced. You may also use the back of this page should a computer not be available.

#### **Applicant Consent:**

I have read the instructions for completing this form and to the best of my knowledge have answered truthfully with regards to my income. I understand that I must provide adequate verification to support any of the above claims made on this application if requested by Childcare & Family Resources. I also understand that it is my responsibility to notify Childcare & Family Resources of any changes to the above information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Applicant Name: Last	First	
Street Address:	Apartment/Unit #:	
City:	State:	Zip Code:
Home Phone:	OSU ID#:	
Email Address:		

**FINANCIAL INFORMATION:**

A. All Employment Income (wages, salaries, bonus, and tips) for 2015 (Total amount from 2015 IRS Income Tax Return Statement)	\$
B. Domestic Partner/Spouse Income for 2015 (Total amount from 2015 IRS Income Tax Return Statement; if tax filed separately)	\$
C. <b>International Employees:</b> Resources for 1 year as stated on work visa	\$
D. Monthly Child Care Cost	\$

Do you believe these numbers accurately reflect your financial situation for the coming year?      Yes      No  
If no, please attach documentation and indicate your projected numbers in the box below:

E. Projected Household Income for September 2016- August 2017	\$
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**DEPENDENT INFORMATION:**

Name	Birthdate	Full-Time	Part-Time
1.			
2.			
3.			
4.			

**Child Care Provider:**

<input type="checkbox"/> Beaver Beginnings	<input type="checkbox"/> Zion Lutheran Hand in Hand Learning Center
<input type="checkbox"/> Corvallis Community Children's Centers	<input type="checkbox"/> Noah's Ark Preschool and Daycare
<input type="checkbox"/> Presbyterian Preschool & Child Care Center	<input type="checkbox"/> Other: _____