



Albert Einstein College of Medicine

Child Care Grant Policy

I. Purpose

This document details Albert Einstein College of Medicine's ("Einstein") policy concerning Child Care Grants.

II. Scope

The childcare grant is offered to MD Students, Graduate Students and Postdoctoral Research Fellows participating in academic and/or post-doctoral fellow training programs at Albert Einstein College of Medicine.

III. Policy

Einstein offers a grant of **\$300 per child, per month, effective January 1, 2024**, to help subsidize the cost of childcare at licensed, qualified childcare centers. This tuition subsidy is offered as a benefit to help students and Postdoctoral fellows with childcare costs. The benefit to each family, under IRS guidelines, is tax free for the first \$5,000 and becomes taxable thereafter.

Procedure

For Reimbursement: You must complete the [Child Care Grant Application form](#), attach a copy of your receipts and an itemized invoice from the child care center, each month. Email the documents to childcaregrant@einsteinmed.edu.

Submission Limit

In accordance with Einstein Procurement's policy, expenses must be submitted in a timely manner. Effective January 1, 2024, any expense that is reported more than 90 days after it was incurred will not be reimbursed.

Reimbursement Application Processing

Upon receipt, grant applications are checked for accuracy and submitted for processing to payroll for individuals receiving payroll checks or to accounts payable for individuals not on payroll.

Payroll and/or accounts payable processes reimbursements via direct deposit to Graduate Students and Postdoctoral Research Fellows. MD Students receive payment via physical checks sent directly to the applicants address on file and will be issued 1099 statements.

Questions about the program may be directed to childcaregrant@einsteinmed.edu.

IV. Definitions

None.

V. Effective Date

Effective as of: 3 July 2019

REVISED: 12 February 2021, 13 July 2022, 12 December 2023

VI. Policy Management and Responsibilities

Einstein's Human Resources department is the Responsible Office under this Policy. Einstein's Senior Associate Dean for Operations and Finance is the Responsible Executive, and Einstein's Vice President for Human Resources and Title IX Coordinator is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)



Responsible Executive

1/24/24

Date