

DCC Tuition Subsidy Application Procedure
March 26, 2006

1. **Eligibility:** Duke Children's Campus Tuition Subsidy may be offered to Duke employees who meet the following criteria: He or she is a regular Duke employee working at least 30 hours per week in a benefit eligible position with an annual family income of less than \$75,000. Annual income is verifiable by the employee's most recent Income Tax Return. Before consideration, the Duke employee must have a child enrolled at the DCC or have received an offer of enrollment. While Duke Children's Campus tuition subsidy is available, DCC will notify parents who visit the Children's Campus or otherwise inquire about enrollment that subsidy is available. Subsidy availability status will also be posted on the DCC website and in any marketing communiqués.

Parent eligibility must be reviewed annually in June. At that time, parents who receive subsidy will be notified by Duke HR, Office of Staff and Family Programs to re-submit income verification documents in order to retain their eligibility.

A significant change in family income during the year will affect the subsidy amount. This would occur, for example, when a spouse who formerly did not work starts a new job or a working parent receives a significant salary increase. Parents are required to immediately notify Duke Human Resources Office of Staff and Family Programs should family income change so that the amount of subsidy can be re-evaluated and adjusted as required.

2. **State or County Tuition Assistance:** The State Department of Social Services (DSS) may have tuition assistance funding available for qualified families. DSS tuition assistance grants will be applied toward the DCC tuition first and will be subtracted from the amount of Duke Children's Campus tuition subsidy. Duke parents will need to pay the remaining difference in tuition.

Before being considered for DCC tuition subsidy, families who meet the income threshold for DSS funding eligibility must provide proof that they have applied for these funds and make Duke aware of any state or county funding they will receive. Along with the [Duke Children's Campus Subsidy Application Form](#), DCC should provide the current [State of North Carolina Eligibility Table showing maximum gross monthly income eligibility limits for subsidized child care services](#).

Families who may qualify based on income level, should contact one of the agencies listed below. When applicable, the employee must get a letter of verification from the agency stating that they have applied for DSS funding and it was not granted or is unavailable. This letter is required to be submitted with their DCC Subsidy Application Form.

- a. Public child care subsidy funds are distributed at the county level; income thresholds to determine eligibility are set by the state. Sources for guidance on current eligibility and application are:
 - i. For help in any county: Child Care Services Association: (919) 403-6950 (*make sure to let them know you are a Duke Family as Staff and Family Programs provides CCSA with funding to provide referral and support services to Duke families*).
 - ii. Durham's Alliance For Child Care Access (919) 560-8300.
 - iii. Or check online at: <http://info.dhhs.state.nc.us> (*Choose Manuals, then choose Division of Child Development, Division of Medical Assistance, or Division of Social Services.*)
 - b. If state/county child care tuition funds are awarded to an employee, the amount of the award is subtracted from the Duke subsidy granted to the employee based on the [DCC monthly subsidy scale](#) in effect at the time.
3. **DCC Tuition Subsidy Availability:** Subsidy availability is subject to funding through annual grants by Duke. If annual subsidy obligations approach the annual subsidy budget, Duke Human Resources Office of Staff and Family Programs (S&FP) will notify DCC that subsidy money is no longer available.
 - a. When subsidy funds are not available DCC will maintain a waitlist so that those families who may be eligible for subsidy can be granted subsidy in the order of their subsidy waitlist priority date (the date on which their completed DCC Subsidy Application Form was received by DCC).

- b. Some of these families would choose to enroll regardless; others who could not afford to enroll without subsidy may also simultaneously be on the DCC Waitlist.
 - c. Subsidy would be offered to people in the order of their priority on the subsidy waitlist. However, the waitlist for DCC enrollment would take precedence over the subsidy waitlist (e.g. a subsidy waitlist family would not be bumped up the enrollment waitlist because they were at the top of the subsidy waitlist when subsidy became available).
4. Application for DCC Tuition Subsidy: Employees may apply for subsidy following an offer of enrollment for the DCC. To apply for subsidy a family should complete the [DCC Subsidy Application Form](#) and submit it to the office of Staff and Family Programs (Fax: 919-681-8427) with supporting documentation:
- a. Most recent tax return; and
 - b. When applicable, a letter of verification of application (and denial) for state or county funding.
5. Notice to Duke Employee: The Duke HR Office of Staff and Family Programs notifies DCC if subsidy has been approved within two business days and verifies the amount of the subsidy. DCC informs the family and secures the enrollment.
6. Tracking: DCC emails the Duke HR Office of Staff and Family Programs with notification of the first date of enrollment to which subsidy applies for the applicant family so that Duke can update its tracking spreadsheet.