



Child Care Grant Policy

I. Purpose

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

II. Scope

The child care grant is offered to MD, Graduate Students and Post-Doctoral Research Fellows.

III. Policy

Einstein offers a \$200 grant each month for each child enrolled in child care. This subsidy is offered as a benefit to help students and trainees with child care costs.

Effective July 1, 2019, the grant may be used to reimburse child care services provided by the following centers [Einstein Child Care Grant Program](#) which may be updated from time to time:

Procedure

To apply you must complete an Einstein [Child Care Grant Application](#) form, attach a copy of your receipts and invoice from the child care center and email both to sheri.robertson@einsteinmed.org.

Application Processing

Upon receipt, grant applications are checked for accuracy and submitted to the accounts payable department for processing. Payment is sent directly to the applicants address on file. Remittance may take up to two weeks. For quicker receipt of payment, direct deposit options are available.

Questions about the program may be directed to Sheri Robertson at 718-430-2544 or sheri.robertson@einsteinmed.org.

IV. Definitions

None.

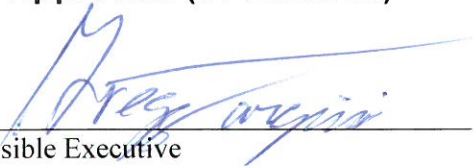
V. Effective Date

Effective as of: 3 July 2019

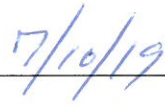
VI. Policy Management and Responsibilities

Einstein's Human Resources department is the Responsible Office under this Policy. Einstein's Associate Dean for Administration and Finance is the Responsible Executive, and Einstein's Vice President for Human Resources and Diversity is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)



Responsible Executive



Date