

SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT Dependent Care Grants and Emergency Grants

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Attending professional meetings is critical to career advancement in terms of getting one's work recognized, learning about the work of others, networking, learning new skills, and participating in professional service. To support these important activities, the School of Education and Human Development will provide small grants to cover additional costs associated with dependent care needs for eligible faculty and staff. A dependent is defined as a minor or disabled family member who resides with the faculty or staff member, requires assistance with daily activities and for whom the faculty or staff member is the primary caregiver.

Dependent Care Grants

Any faculty or staff wishing to take advantage of this grant program must submit a Dependent Care Expense Request Form. Faculty and staff may apply for up to the maximum available of \$500 per fiscal year. Grant requests will be accepted on a rolling basis. The requests should be submitted via email to sehdfacultyaffairs@tamu.edu prior to the event. The requested amount of grant support must be justified to the allowed maximum amount. The requests will be evaluated by the Faculty Advisory Council (FAC) for faculty requests and Staff Advisory Council for staff requests. There is a limited pool of funds available in each fiscal year. If the number of requests for grants exceeds the funding available, preference will be given to applicants in the early stages of their careers.

Emergency Grants

Emergency grants will be awarded to faculty and staff who have encountered financial setbacks due to natural disasters like hurricanes, wildfires, or other unexpected disasters. Any faculty or staff seeking assistance must submit an Emergency Grant Expense Request Form. Faculty applications will be reviewed by the chair of the Faculty Advisory Council (FAC) and staff applications will be reviewed by the chair of the Staff Advisory Council. The amount to be awarded will range from \$500 - \$1,000 and will depend on the number of requests and availability of funds.

Dependent Care expense request forms are accepted on a rolling basis and are reviewed by the FAC and/or SAC in October, February, and May annually. Emergency grant expense request forms are accepted whenever an emergency event occurs. Please forward application materials to the SEHD Office of Faculty Affairs at sehdfacultyaffairs@tamu.edu.

Additional Requirement for Eligibility

- Eligible costs for this SEHD program are limited to costs that are additional to the costs of care for eligible dependents that would typically be incurred at home. Examples include:
 - Dependent care/expenses at the event location.
 - Fees paid to a caregiver (other than a spouse, partner or other immediate family member) for services provided.
 - Accommodations for a 24-hour caregiver to care for the dependent.
 - Reasonable dependent care expenses over and above the costs, if any, that the faculty or staff member would normally incur at home (such as an additional weekend or evening) or if the dependent must travel with the faculty or staff member. This does not cover travel costs for the dependent or caregiver.

- Ineligible expenses include:
 - Dependent care expenses at home that would normally be incurred (such as aftercare at school, ongoing dependent care, or meals and groceries for dependents or caregivers. Caregiver costs paid to immediate family members).
 - Any of the faculty or staff members' travel expenses, conference registration, or similar expenses.
 - Entertainment.

- Only one faculty or staff member may receive payment for eligible expenses per event. The same event cannot be claimed by two members of the same family.

Supplemental Pay Process:

This grant program functions under [University Standard Administrative Procedure, Supplemental Compensation and Dual Employment 31.01.99.02](#). Payment will not be possible until the forms are submitted, approved, and all receipts have been submitted.

This grant will be processed through Workday as supplemental pay and taxed at the supplemental federal withholding tax rate of 22% in addition to Social Security (6.2%) and Medicare (1.45%) taxes. Additional funds will not be provided to cover the expense of taxation.

School of Education and Human Development Dependent Care Expense Request Form

Name:	Email:
UIN:	Phone:
Department:	Amount Requested:

Please provide the following information about your request:

1. If awarded, how will you use the funds? Please select all that apply.

- Additional care at home during your absence
- Onsite care during professional conference or meeting
- Expense for individual requiring primary care
- Expense for caregiver
- Other (please describe):

2. Describe the professional meeting event you will attend:

- a. Name of event, date, location, and website URL (if available)
- b. Nature of your participation (presentation, poster, panel, etc.)
- c. How does your participation contribute to the Texas A&M University and the School of Education and Human Development?

Receipts should be submitted within 30 days of incurred expenses and will need to include the following certification statement: "I certify that these expenses were incurred based on the dependent care grant program supported by the School of Education and Human Development".

School of Education and Human Development Emergency Grant Expense Request Form

Name:	Email:
UIN:	Phone:
Department:	Amount Requested:

Please provide the following information about your emergency grant request:

1. Briefly explain the emergency situation that occurred:

2. Describe how this grant will assist you in your current situation: