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Child Care Benefit Application open—Apply by March 15, 2019

March 4, 2019

University of Toronto

The 2018 Child Care Benefit Application is now available online through Employee Self-Service (ESS). This taxable benefit provides reimbursements to eligible U of T faculty & librarians for child care expenses for each legal dependant under the age of seven[1] to a maximum of $2,000 per child per year.
Application Deadline

The deadline to apply is March 15, 2019. We will begin reviewing applications after this date.

How to apply
1. Log on to Employee Self-Service (ESS)
2. Click on the My HR Self-Service tab
3. Answer your security question and click continue
4. Click on 'Pay and Benefit Information'
5. Select 'Child Care Benefit' to begin your application

Detailed instructions, including what information you need to gather before you start the process, can be found on the Child Care Benefit Plan page.
Should you require accommodation through an alternate application format, please use our PDF Manual Application form on the HR & Equity Forms page.

Reimbursement
Any eligible Child Care Benefit reimbursements will be combined with your April pay.
Questions?

Please review our FAQ for more information about the Child Care Benefit. It has been revised to include answers for a number of additional questions, including:

Q: How do I calculate the daily rate if I pay a flat monthly fee?

A: Calculate the average daily rate based on the number of weekdays in the month per the following chart for 2018:

JAN - 23
FEB - 20
MAR - 22
APR - 21
MAY - 23
JUN - 21
JUL - 22
AUG - 23
SEP - 20
OCT - 23
NOV - 22
DEC - 21

For example, if you paid a flat monthly fee of $1,400 in January 2018, you would input a daily rate of $60.87 since 1,400 / 23 = 60.87(even if your child was absent for some of those days).

Contact:
Please contact benefits.help@utoronto.ca if you have additional questions beyond those answered in the FAQ.
Should you require accommodation through an alternate application format, please use our PDF Manual Application form on the HR & Equity Forms page.

[1] Age limit does not apply if the child was mentally or physically infirm and dependent on you as outlined under the Income Tax Act.

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