Childcare Cost Subsidy for employees

The Childcare Cost Subsidy is intended to provide support to employees of the University of Siegen in balancing work and family life when additional care is required in connection with official matters. Employees of the University of Siegen with child(ren) or dependents in need of care can therefore receive a subsidy for care costs upon application.
Official matters can be qualification measures, business trips or participation in conferences or congresses. In the case of employees in technology and administration, it may also be necessary to exceed working hours in individual cases.

For whom?

Employees in science (except W2 and W3 professorships), as well as in technology and administration with child(ren) under 12 years of age or with dependents in need of care.
Scholarship holders of the University of Siegen (provided that the terms of the scholarship program are compatible with receiving the subsidy[1])

Advice and application	
When	Application at the latest one week before planned childcare
Where	Parent and Family Services: www.uni-siegen/gleichstellung/familienservicebüro
Contact	Parent and Family Services Tel: 0271-740-2702 familienservice.gleichstellung@uni-siegen.de
Required documents	✓ Application for funding of flexible care costs ✓ Evidence of official business that requires caregiving ✓ Proof of care

Offer

- Subsidy for care costs of 8.50€/hour/child or dependent (two or more children 12.00€/hour) and a maximum of 51.00€/day (or 72.00€/day for more than one child)
- A total amount of up to 600.00€/year/family can be subsidized.

Eligibility requirements:

For employees in science (except W2 and W3 professorships), and in technology and administration:
1. When participating in advanced training or continuing education.

2. During business trips and participation in conferences and congresses
(also for the use of accompanying babysitters; both support and travel costs; you can apply for a subsidy for travel costs here)

Only for employees in technology and administration:
3. If the contractually arranged working time is exceeded due to business-related matters beyond the regular care time

For scholarship holders of the University of Siegen:
In particular when participating in conferences, congresses, and advanced training or continuing education.
(also for the use of accompanying babysitters - both care and travel costs; you can apply for a subsidy for travel costs here)

Criteria for employees in science and in technology and administration:

- The care is provided outside the regular working hours of the employee (applies only to MTV).
- The care is provided outside of the regular care time (if the child/children are already regularly cared for).

[1] Double funding is excluded (care costs may already be covered by the scholarship) and the additional funding must not conflict with the character of the scholarship. Before approval of the Childcare Cost Subsidy, these aspects must be reviewed in the interest of the scholarship holder.

- The use of the FLEXI is not possible.
- Childcare costs are covered for children up to the age of 12.
- Care by another caregiver is not possible.
- Refinancing of vacation care offers or the FLEXI is not possible.
- Care by close relatives (parent, grandparent, etc.) is not refinanced.
- The organization of the care is the responsibility of the applicant.

Procedure

Prior to care:

- Submission of the application for support of flexible care costs and evidence of the concerns justified by the service (e.g. business trip approval, conference program/schedule, etc.).
- If the contractually arranged working hours are exceeded: Signature of the superior
- Approval of the subsidy for childcare costs by Parent and Family Services

After care:

- Submission of proof of care without being asked within four weeks
- Bank transfer of the amount by Parent and Family Services

Notes

- Placement via the online childcare portal „BeKind“ of Parent and Family Services is possible
- This is a subsidy; possible differences to the arranged fee have to be paid by the family itself.
- A legal claim to support does not exist.
- In order to comply with the statutory tax and reporting obligations, the caregiver must be registered as a mini-jobber with the “Minijobzentrale”. Or the caregiver has registered as self-employed.
- Employer subsidies for short-term (child) care up to €600.00/year are tax-free (regardless of the number of children actually cared for) if the care is professionally necessitated, even if it takes place in the employee's private household. All employer subsidies for short-term (child) care above this amount are considered a non-cash benefit and must be claimed for tax purposes (§3 No. 34a EStG).