

# Employer / Employee Eligibility and Benefits

## MI Tri-Share CHILD CARE GOODWILL INDUSTRIES OF WEST MICHIGAN HUB

Serving the counties of: MUSKEGON | OTTAWA | OCEANA | NEWAYGO | LAKE | MASON

**MI Tri-Share Child Care Program** assists qualifying employees with child care costs. Through this innovative new approach child care expenses are shared by the employer, the employee, and the State of Michigan, with each contributing one-third of the cost.

In addition to assisting working parents with child care costs, the program helps employers in attracting and retaining talent, and helps child care providers stabilize their business through consistent payments.

The program is open to all employers headquartered in the Goodwill Hub five-county region. Employee income eligibility can be assessed using the guide on the right. Interested participants should notify their human resources department if they would like to be considered for the program.

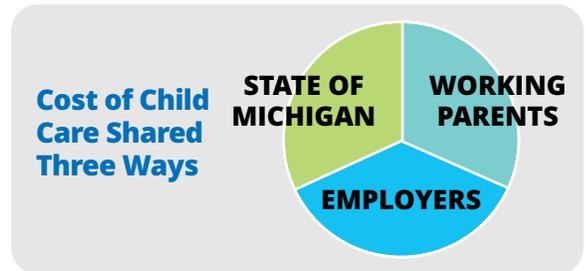
### Benefits to Employers:

- ✓ Helps with employee recruitment and retention
- ✓ Removes a significant barrier to employment
- ✓ Develops and strengthens the talent pipeline
- ✓ Provides opportunities for tax credits

### Benefits to Working Parents:

- ✓ Provides financial relief by reducing out-of-pocket child care costs
- ✓ Eases the burden of finding available openings at licensed child care providers
- ✓ Improves work-life-family balance by providing child care solutions
- ✓ Removes a barrier to seeking and/or maintaining employment

Goodwill Industries of West Michigan is a designated MI Tri-Share Child Care Hub administering the program to businesses located in Muskegon, Ottawa, Oceana, Newaygo, Lake, and Mason counties. Goodwill's partner in delivering the program in Ottawa County is Ready for School, a school-readiness nonprofit serving Ottawa County communities.



### MI Tri-Share Child Care Employee Eligibility Guide

Eligibility is based on the employee's family size and household income. Total monthly income must be in the range of 186% and 285% of the Federal Poverty Level.

Once an employee is deemed eligible, they are eligible for a year from the date enrolled.

Household Size	Monthly Income
Two Person	\$2,701 to \$4,138
Three Person	\$3,404 to \$5,215
Four Person	\$4,107 to \$6,293
Five Person	\$4,812 to \$7,373
Six Person	\$5,515 to \$8,450
Seven Person	\$6,218 to \$9,528
Eight Person	\$6,923 to \$10,608
Each additional family member:	+\$703 to +\$1,077

## Frequently Asked Questions

### Q: Why should an employer participate in the Tri-Share pilot project?

A: The Tri-Share pilot can be used to improve recruitment or to increase retention by assisting employees with the cost of child care.

### Q: What makes an employer eligible?

A: Employers must have their headquarters in Muskegon, Ottawa, Oceana, Newaygo, Lake, or Mason counties to participate in the Goodwill administered Hub.

### Q: Do employees and child care providers need to live in the above counties to be eligible?

A: No, child care providers and employees can reside in other counties.

### Q: How does the employer determine their level of commitment?

A: Employers can decide on a certain number of slots. Each child care slot plus 8% administration fee costs approximately \$3,500 per year. Employers can also set a maximum dollar amount investment.

### Q: Can the employer set additional eligibility parameters?

A: Yes, an employer could decide, for example, that they are focusing on one pay range or position, or they might decide to only offer it to full-time employees, or only to employees in good standing for attendance or performance. The employer has the flexibility to set their individual company parameters.

### Q: How much does the employer contribute per employee?

A: The employer contributes one third of the actual cost of child care for one or more of an employee's children plus an 8% administration fee to pay for the Hub's operation.

### Q: What makes an employee eligible?

A: Gross household income needs to be between 186% and 285% of poverty, taking into consideration household size.

### Q: Who assesses employee eligibility?

A: The employee determines their initial eligibility based on the eligibility guide and the employer can then make the referral to the Hub (Goodwill Industries). The Hub will determine final eligibility and collect verification documentation.

### Q: How often are employees assessed for eligibility?

A: Employees are assessed for eligibility annually.

### Q: Who chooses the child care provider?

A: The family will choose their child care provider. The Hub will work with the chosen provider to get them enrolled as a Tri-Share provider. The only eligibility requirement for child care providers is that they are licensed.

### Q: What if an employee has been unable to find child care on their own?

A: The Hub will work with community partners to assist a family who does not have child care secured to find a licensed child care provider that fits their needs.

### Q: How long can employees receive child care assistance through Tri-Share?

A: The employer determines how long each employee will be offered the benefit. For example, an employer could offer it for 6 months, 12 months, or extend it at the time of the annual redetermination for income eligibility.

### Q: How is the employee portion collected?

A: The employee's third plus 8% is collected through payroll deduction.

### Q: When will billing begin?

A: Employers will receive their first bill after child care has been provided to the employee. The Hub will bill the employer each month for the employer's third plus 8% and the employee's third plus 8%.

### Q: What happens if an employer commits to more slots than they can use?

A: The employer can turn them back over to the Hub so that another employer can use them.

### Q: Can an employer end their participation at any time?

A: Yes, with a 90-day notice to the Hub.

### Q: What is considered "child care" under Tri-Share?

A: The grant allows for coverage of all necessary child care including infants, toddlers, after and before school care, and children with disabilities up to age 26.

### Q: Can employees use their flex accounts to pay their portion of Tri-Share?

A: Yes, employees will be able to turn in the attendance sheets from the child care providers to their flex accounts for reimbursement.

### Q: How will the child care costs be verified?

A: Child care providers will provide their rates when they sign on for Tri-Share. Providers will also submit weekly attendance sheets that will function as their invoice to the Hub and to the employee for verification.

### Q: Would participation in the Tri-Share program have any effect on an employee's qualification for child care tax credit?

A: The amount of credit is a percentage of the amount of work-related expenses paid to a care provider for a qualifying individual. Parent(s) would be able to claim the portion that he/she paid out of pocket for child care and depending on the adjusted gross income would determine the amount of the credit. For more information visit: <https://www.irs.gov/taxtopics/tc602> or consult your tax provider.