



CARE FUND

SUPPORT FOR STUDENTS AND EMPLOYEES WITH CHILDREN OR RELATIVES REQUIRING NURSING CARE

Universität Hamburg sees itself as a family-friendly higher education institution where combining family life with academic studies or a career is an integral part of university culture. Universität Hamburg believes that family is a valuable asset. Within the framework of the family-friendly higher education audit, the University continuously advances and expands its existing measures and services as needed and adapts them to changing circumstances. By establishing a care fund, it seeks to help its students and staff reconcile their work or studies with family life.

Employees and students at Universität Hamburg who have children and/or relatives requiring nursing care can apply for childcare or nursing care grants of up to € 600 per calendar year (employees) resp. € 300 per semester (students) to see them through periods in which they struggle to secure childcare or nursing care, for example, outside the regular operating times of daycare providers and home care services, when care is unavailable or limited during regular operating times, and in emergencies, provided that the equal opportunity representative of their own faculty does not offer a decentralized support service. These grants are subject to the availability of funds.

What do I need to know before applying?

- The grant must be spent on care outside of the regular operating times of daycare or nursing care providers (normally, on weekends and public holidays or before 8 am or after 5 pm on weekdays) or when regular care is limited, not yet available or suspended.
- Applicants must explain in writing why their work or studies must take place outside of regular care hours.
- Before applying, students must participate in a (phone) consultation with the Family Office.
- Grants are only available for third-party care. Family care usually cannot be funded.
- Third-party care must be the only possible solution for ensuring that the children or relatives requiring care are looked after.
- The applicant must be the legal guardian of the children for whom they are applying. Evidence, such as a birth certificate, is required.
- Relatives requiring care must have been assigned a care level. Alternatively, a medical report or a statement from the treating physician must be submitted.
- Expenses for the care of children over the age of 14 cannot be reimbursed.
- The onus is on the applicant to organize the care. Upon request, the Family Office may help the applicant find a suitable care worker.
- The applicant must submit the grant application before securing care. A decentralized financial support is not available.

How much funding is available?

- A care subsidy worth € 12 per hour for up to 8 hours a day.
- Alternatively, a care bill may be submitted.
- In total, employees may receive up to € 600 per calendar year per family. Students may receive up to € 300 per semester per family.
- Individual exceptions may be considered.

How do I submit an application when the need for care is known in advance?

- Call or email the Family Office (or, if unavailable, the Equal Opportunity Unit).
- After a consultation with the Family Office, you will receive the application documents by email.
- You should submit your application to the Family Office at least one week before the period during which you require care arrangements. (Submit your application to the Equal Opportunity Unit if the Family Office is unavailable.)
- If your application is approved: Submit proof of your care arrangements and your application for reimbursement no later than 6 weeks after the last day on which care was provided.

How do I submit an application when the need for care is not known in advance (emergencies)?

- Call or email the Family Office (or, if unavailable, the Equal Opportunity Unit).
- Complete the funding application and send a signed scan to the Family Office or Equal Opportunity Unit.
- If your application is approved: Submit proof of your care arrangements and your application for reimbursement no later than 6 weeks after care was provided. (Form: Nachweis der Betreuung zur Förderung aus dem Betreuungsfonds der Universität Hamburg)

What else do I need to know?

- The applicant must cover any care expenses that exceed the sum of the grant.
- The onus is on the applicant to pay the care service.
- The grant/reimbursement will be paid after care was provided and after the applicant has submitted complete, signed proof of care and an application for reimbursement.
- There is no legal entitlement to funding. All applications are considered on a case-by-case basis. Grants are subject to the availability of funds.
- Please note that Section 3 number 34a of the German Income Tax Act (EStG) stipulates that employer's subsidies for (child)care purposes are tax-exempt up to a sum of € 600 per calendar year, provided that the care service is delivered at the recipient's home. Any (child)care subsidies exceeding that sum are considered a financial advantage, which the recipient must report to the tax authorities.
- To comply with your tax liability and reporting obligation, we recommend that you register the care situation as a mini job (marginal employment paying no more than € 520) with the Minijob-Zentrale or contract a carer who issues invoices.

Contact: Family Office, Universität Hamburg, Mittelweg 177, 20148 Hamburg
familienbuero@uni-hamburg.de, www.uni-hamburg.de/familienbuero