Instructions to Department for Preparing Supplemental Letter for NIH NRSA Childcare Payments

The Fellowship letter that UW Shared Services provides shows the total amount paid to the fellow in a given calendar year, which may include funds from the NIH to cover childcare costs. The department is responsible for informing fellows if any of the payments made to them were for childcare costs, by issuing a supplemental letter.

The department must issue this supplemental letter because childcare benefits may be treated differently from the fellowship/scholarship for personal tax reporting purposes. Fellows must consult IRS regulations and their personal tax preparer for proper reporting of these childcare benefits. The UW and its employees cannot provide advice on personal tax reporting or preparation.

To inform fellows of payments made for childcare costs, UW-Madison has provided a template letter. The department must complete the “Name” and “Amount” fields in the letter and send the individual a copy of the completed letter. This should occur as early as possible in the calendar year, ideally no later than early February and after the last period for the previous calendar year has closed.

Below is a screen shot of the fields that the department must complete.

In the “Name” field, the department should enter the name of the individual fellow who received the childcare payment.

In the “Amount” field, the department should enter the amount paid to the fellow in the previous calendar year for childcare costs. To arrive at the amount to be entered, follow the steps below.

Instructions for Amount Field in Supplemental Letter

Sign into WISER.
Under the Main Menu, Projects, select Find Award/Projects. Enter the MSN/award or the project identifier for the award with childcare costs, then click on Search.

Click on the Award ID (MSN______). Once the award appears, adjust the Period to the calendar year so that data for January to December is displayed. In the example below, January to December 2020 is shown. Also, slide box on the detail bar all the way to the right so that the most detail is displayed. Though the “Least Detail” header will not change, if the gray square is as far right as possible on the bar, then the most detail is being displayed.
Once the Period and Detail settings are in place, look at the Account column, under the Expenses subheading. Go to the row that displays the Account Code 5715 Scholarship/Fellowship. Look at the amount in the Actuals column for the 5715 Scholarship/Fellowship row.

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>MTD</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(5715) Scholarship/Fellowship Res Alien</td>
<td>$2,500.00</td>
<td>$0.00</td>
<td><strong>$2,319.41</strong></td>
<td>$0.00</td>
<td>$-180.59</td>
</tr>
</tbody>
</table>

The amount in the Actuals column is the “Amount” that the department must enter in supplemental letter.

Note: Although the Account Code 5715 displays “Scholarship/Fellowship – Res Alien” in WISER, the Account Code 5715 is used for all NIH NRSA-supported childcare costs, regardless of the status of the individual receiving payments. NIH fellows may be either U.S. citizens or permanent residents, and childcare costs are available to both.

If questions arise about the amount, please reach out to the [RSP accountant](#) for the award.