

Forming Care Shares

Carnegie Mellon University provides two services which can assist with the creation of shared child care arrangements: Care for Business and CareLink. Both of these services are free to eligible members of our community. When forming a care share or a nanny share, you will have to find other families **and** secure an in-home caregiver. Some families willing to share care may already have a caregiver. Please use caution and make sure you are comfortable with any provider whether chosen by you or another family.

Care for Business is a partnership with Care.com that connects our members with service providers for child, elder and pet care. Once you have logged in with your CMU credentials, you can both find a caregiver and find families for your care share. To ***find families***, complete the following steps:

1. On the Care for Business member homepage, scroll down until you see the subtitle "Find your right caregiver." Select "Child Care," and "Search local caregivers."
2. On the search bar at the top of your screen, click the drop-down menu and select "Care shares."
3. Answer questions regarding the days of the week you are seeking care, age and number of children who will participate in care, and if you have a preferred nanny in place.
4. After answering these questions, a list of families also seeking to form a shared care arrangement will appear.

To ***find a caregiver***, you can complete the same first step listed above, and search for local care providers. You may also choose to post a job and find a nanny that way by selecting "Post a Job" after clicking "Child care."

Through your Care for Business account, you also have access to the **LifeCare Family** program, which offers access to care specialists who can provide personalized assistance with your parenting, child care and elder care related needs. In particular, they can assist with the search process of finding a caregiver for your nanny share.

To access LifeCare Family, log in to your Care for Business account and proceed to the homepage.

1. Under "Connect with a Care Specialist" select "Parenting."
2. Select "Family Member" as the recipient and click "next."
3. Describe the care arrangement you are seeking in the text box. We would recommend including the age of your child, and the days of the week/number of hours you are seeking care in this section.

You can also receive assistance through LifeCare Family by calling **866-814-1638**.

CareLink is a site where members of the CMU community in Pittsburgh can request services or respond to requests for service. This site is specific to the CMU community, and all members are affiliated with the university. You can use this site to find other families seeking a care share arrangement, or respond to listings others have made seeking members.

To create a job posting for a care share arrangement, select the "Find help" menu button at the top right of the screen and select "post a job." Here you will enter the criteria for your posting. Click the "save" button at the bottom when you are ready to post your listing. An example title might be "Seeking Members for a Family Nanny Share." As soon as you click "save," your posting will be live, but you will be brought to a menu where you can view, edit or delete your posting. It is possible to see all of the postings you have created by selecting the "find help" menu and clicking "Jobs I posted."

Alternatively, you can view postings other members of the CMU community have already made by selecting the "find a job" menu at the top right corner and clicking the "view job listings" button. Here you will be able to see all postings or narrow them by category and search terms. If you see a listing for a care share arrangement that interests you, click on "contact" to view the email address of the individual who posted the listing. You can now email that individual about joining their care share.

It is also possible to use Carelink to search for a nanny, but you will find more success on this platform looking for help with smaller jobs such as babysitting or after school care, since it is mainly undergraduate and graduate students providing the services.

Additional Resources:

- [**So, you want to do a nanny share! Here's how to get started**](#)
- [**How to interview nannies for a nanny share**](#)
- [**5 nanny share questions to ask when considering another family**](#)