

UCPEA CHILD CARE REIMBURSEMENT FUND POLICIES AND PROCEDURES

Requirements

- The completed application, UCPEA reimbursement receipt, and itemized receipts must be submitted before the deadline
- Children must be dependant(s) of an UCPEA member and less than 13 years old (same as Dependent Care Assistance Program - DCAP cutoff)
- Reimbursement requests will only be considered for state licensed day care facilities
- Reimbursement requests are for day care only; lodging, board, care during non-working hours, late pick-up charges, or field trips are not reimbursable.

- ***New employees – Reimbursement shall begin the first day of employment as an UCPEA member.***

Guidelines

- Families in which both spouses are UCPEA members may both apply for reimbursement, but not for the same expenses (e.g. - two parents with two children may each apply for one child)
- A maximum of \$5,000 in expenses will be considered for reimbursement per filing period
- A maximum of \$250 per week will be considered for summer day camps

Deadlines

- **May 15** for January - April expenses
- **Sept. 15** for May - August expenses
- **Jan. 15** for September - December expenses
- **NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE**
- If the deadline falls on a holiday, the application will be accepted on the next business day.

Please allow sufficient time for campus mail. Committee is not responsible for lost or delayed mail.

Reimbursement Process

- Complete UCPEA's Child Care Reimbursement Fund Application and the Reimbursement Receipt form and send them along with an itemized receipt. Forms are available on-line at www.ucpea.org, click on the Member Information link and then download the childcare application form.
- Return all paperwork to the UCPEA office via fax (860) 487-0050, campus mail to UCPEA, Unit 6191 **or scan all the paperwork and email it to rswift@ucpea.org**
- Childcare reimbursement will be received as a lump sum in your paycheck. This is considered income and, as such, must be declared for income tax purposes

Calculation of Awards

- Awards are calculated on a percentage basis so the entire pool is used

The Child Care Reimbursement pool is defined in Article 36 and Memorandum #2 of UCPEA's contract: www.ucpea.org
If you have questions regarding these policies and procedures, please contact UCPEA at 860-487-0850 or Lisa Orcutt, Chair at 860-486-1379