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.
  o 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 weekend and/or 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 http://ucpea.ct.aft.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 ucpeaoffice@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 of UCPEA’s contract: http://ucpea.ct.aft.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