

## UCPEA CHILD CARE REIMBURSEMENT FUND POLICIES AND PROCEDURES

### Requirements

- The completed application, UCPEA reimbursement receipt form, and itemized receipts are required to be submitted before the deadline. If itemized receipts are not received your application will not be processed.
- Children must be dependant(s) of an UCPEA member and less than 13 years old (same as Dependent Care Assistance Program - DCAP cutoff)
- Dependent children who have a disability are also eligible
- 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 \$350 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 Application Form and the Childcare Reimbursement Receipt Form. Submit the completed forms with corresponding itemized receipts. Forms are available on-line at <http://ucpea.ct.aft.org> under the "Resources" heading.
- Return all paperwork to the UCPEA office via fax (860) 487-0050, campus mail to UCPEA, Unit 6191 **or email it to [ucpeaoffice@ucpea.org](mailto:ucpeaoffice@ucpea.org)**.
- Reimbursements 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 the UCPEA Office (email: [ucpeaoffice@ucpea.org](mailto:ucpeaoffice@ucpea.org) or call 860-487-0850) or Lisa Orcutt, Childcare Committee Chair (860-486-1379).