

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 dependent(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, registration fees, deposits or field trips are not reimbursable.
- Online virtual camps are NOT eligible for reimbursement.

- ***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.

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/childcare-reimbursement>.
- Return all paperwork to the UCPEA office via email to 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 or call 860-487-0850) or Danielle Sullivan at danielle.l.sullivan@uconn.edu.