

## 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 in a position represented by UCPEA.***

### Guidelines

- Families in which two adults are UCPEA members may each apply for reimbursement for different expenses (i.e., two adults 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
- **APPLICATIONS WILL NOT 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 Online Application](#) and the [Childcare Reimbursement Receipt Form](#). Submit the completed forms through the online application including a scanned copy of corresponding itemized receipts.
- 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 Danielle Sullivan at [danielle.l.sullivan@uconn.edu](mailto:danielle.l.sullivan@uconn.edu).