

CHILD CARE EXPENSES REIMBURSEMENT PROGRAM (CHILD CARE VOUCHERS)

SOURCE: OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 10

CONTACT: OFFICE OF EMPLOYEE SERVICES

Child Care Expenses Reimbursement:

1. All permanent employees may apply for the Child Care Expenses Reimbursement Program that provides pre-tax reimbursement.
2. Eligibility
 - Employees must have been employed full time since January 1 of the previous year to receive full reimbursement.
 - Full-time employees whose employment began after January 1 of the previous year and part-time employees are eligible on a prorated basis based on the number of hours worked in a calendar year.
 - Employee's adjusted gross family income for the calendar year for which they seek child care expenses reimbursement shall not exceed \$35,000.
 - Employees must have had employment-related child care expenses in the previous calendar year equal to or greater than the amount of maximum payment provided.
 - Eligible dependents are children who live with employees and who were under age 13 the previous year.
3. Maximum reimbursement is
 - \$500.00 for one eligible child
 - \$800.00 for two eligible children
 - \$100.00 for each eligible child thereafter to a maximum family allotment of \$1000.00
4. Employees may enroll during annual open-enrollment application period. To enroll, employees must complete application form ADM4306 and provide a copy of their completed federal IRS 1040.
5. All forms and additional information are available in the Office of Employee Services.