The Voucher Program is designed to help employees pay for qualifying, work-related child care occurring in Arizona.

Employee Eligibility
- Current employees must be eligible for full benefits (.50 FTE or greater) and have child care costs directly related to their work schedule.
- As applicable, eligible employees interested in Voucher reimbursements for their work-related child care, will be asked to verify that their spouse or partner is employed, enrolled in school, or has a documented disability that prevents full-time parenting.
- Eligible employees may be asked to provide additional information when the employee’s spouse or partner is also an UA employee or UA student.
- Eligible employees’ first and last names should match the names used by the University. Please inform our office when spelling and hyphenating changes occur.
- Voucher reimbursement submittals and reimbursement payments must occur during one’s active employment with the University, and in the corresponding July 1-June 30 fiscal year period.

Child’s Eligibility
- UA individuals must meet qualifying program criteria regarding their employee eligibility and status.
- Additionally, this program is only available to the legal, dependent children of eligible UA employees (this includes children by birth or adoption, foster children and children by court order) or for children who meet the University’s dependent(s) status definition used for qualifying UA employee health coverage.
- The age range for dependent children is birth-12 years.

Qualifying Child Care Providers
Child care occurring in Arizona for employees’ work-related child care must fall into one of the following categories:
- either a small family child care home certified by the Department of Economic Security (DES);
- either a family child care group home certified by the Department of Health Services (DHS);
- either a child care center licensed by the Department of Health Services (DHS);
- programs sponsored by the University of Arizona

Additionally:
- Multiple child care arrangements are often necessary and are eligible for reimbursement.
- Assistance may not be used for optional classes offered at an additional cost during regular child care hours.
- Assistance may not be used for a child care provider who comes into the employee’s home.
- Exceptions are permitted only in the case of a before and/or after school program or intercession program sponsored by a school district and child development programs (child care centers and family child care homes) with a valid Department of Defense (DoD) Certificate to Operate.
- Programs offering experiences as "camp" or "recreational" opportunities, where participants are allowed to sign themselves in/out and non-child care tuition are not eligible for Voucher submission.

Amount of July 1-June 30 Fiscal Year Financial Assistance
Applicants must submit their tax returns. Fiscal year 2015/2016 assistance is based on the household family income as documented by 2014 tax returns. For this fiscal year, financial assistance is as follows:

<table>
<thead>
<tr>
<th>Annual Household Family Income*</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $30,000/year</td>
<td>50% not to exceed $2,500</td>
</tr>
<tr>
<td>$30,001 to $60,000/year</td>
<td>40% not to exceed $2,000</td>
</tr>
<tr>
<td>$60,001 to $100,000/year</td>
<td>30% not to exceed $1,500</td>
</tr>
<tr>
<td>$100,001 and over/year</td>
<td>20% not to exceed $1,000</td>
</tr>
</tbody>
</table>

*(Income figures are for fiscal year 2015/2016 only and may be subject to revision in future program years.)
• In the case of two parents who are current UA employees eligible for full benefits, Voucher monies will be reimbursed to a single individual on behalf of the family.
• In the case of two UA parents comprised of a current UA employee eligible for full benefits and a currently enrolled UA student, the pair selects the Child Care Voucher Program for employees eligible for full benefits, on behalf of the family.
• In the case of a currently enrolled UA student who concurrently becomes an employee eligible for full benefits, the individual selects the employee Child Care Voucher Program. Call (520) 621-4365 if you have questions.
• This program will not reimburse at rates higher than those charged to other children in the same care. If an employee’s child is the only one in the provider’s care, the reimbursed rate will not exceed the market rate (average rate of providers offering similar services in the same zip code area) as documented by this office.
• If parents remove their children from qualified child care and this results in a refund to the parents, that portion of costs previously reimbursed by the Employee Child Care Voucher Program is required to be returned to this office within 30 days.
• If an over-payment is made, an adjustment will be made in the subsequent pay period. The amount of over-payment will be subtracted from the next reimbursement check.
• UA Life & Work Connections’ Child Care and Family Resources is responsible for the administration of funds. Inquiries can be made by email to lwcvoucher@email.arizona.edu, by mail to 1125 N. Vine, Room 211, Tucson, AZ, 85721 or by fax to (520) 621-4474. Call (520) 621-4365 if you have questions.
• The Employee Child Care Voucher Program is contingent upon funding, assessment of need, and distribution method. In order to manage limited resources and provide equitably across the employee population, funding reimbursement for the entire fiscal year cannot be guaranteed. Once funds are dispersed, a contact list will be maintained.

Application
1. It is the employee’s responsibility to be knowledgeable about program content; to accurately complete, submit and update program information in a timely manner; and to receive and apply Voucher reimbursements in accordance with Program Guidelines and application submittals for work-related child care. Email lwcvoucher@email.arizona.edu or call (520) 621-4365 if you have questions.
2. Eligible employees’ first and last names should match the names used by the University. Please inform our office when spelling and hyphenating changes occur.
3. Current employees eligible for full benefits not complying with Program Guidelines and application requirements may be disqualified from the Voucher Program.
5. From a secure site, eligible employees will be asked for their (a) UA Net ID and password, (b) the Voucher Program Enrollment Verification Form completed by the employee's child care provider and (c) the scanned version of their 2014 Adjusted Gross Income (AGI) from their Federal Tax Return. This information is located on either the first or second page of an individual’s Federal Tax Return. Call (520) 621-4365 if you have questions.
6. If needed, employees may access a computer and request assistance through Benefits in Human Resources, located at the University Services Building, 888 N. Euclid Avenue, Room 114, (520) 621-3662, to apply during regular business hours. Similarly, access and assistance is also available at Human Resources @ AHSC (Arizona Health Sciences Center), located at the Comstock Building, 1451 N. Warren Avenue, Room 100, (520) 626-2600, during regular business hours. UA employees at other University sites, please call (520) 621-4365 with application questions.
7. E-Applications may be submitted throughout each July 1-June 30 fiscal year. Program funding and materials reflect a July 1-June 30 fiscal year period.
8. E-Application forms are automatically dated upon receipt, and are processed on a first come, first served basis. You will receive an auto-reply confirming submittal status through your UA email account. Our office will contact you if there are questions.
9. Approval is based upon the date of the completed submittal. Incomplete submittals delay the approval process.
10. This office will verify employee income, employee eligibility for full benefits and FTE status. As applicable, eligible employees interested in Voucher reimbursement for their work-related child care, will be asked to verify that their spouse or partner is employed, enrolled in school, or has a documented disability that prevents full-time parenting. Eligible employees may be asked to provide additional information when the employee’s spouse or partner is also an UA employee or UA student. Voucher reimbursement submittals and reimbursement payments must occur during one’s active employment with the University, and in the corresponding July 1-June 30 fiscal year period.

11. The employee-provided UA email account on the E-Application form will be used to disseminate listserv and other related information. The employee-provided home address will be used for U.S. Mail. Call (520) 621-4365 to provide employee, family and enrollment information changes, or if you have questions.

12. In the case of two parents who are current UA employees eligible for full benefits, Voucher monies will be reimbursed to a single individual on behalf of the family.

13. In the case of two UA parents comprised of a current UA employee eligible for full benefits and a currently enrolled UA student, the pair selects the Child Care Voucher Program for employees eligible for full benefits, on behalf of the family.

14. In the case of a currently enrolled UA student who concurrently becomes an employee eligible for full benefits, the individual selects the employee Child Care Voucher Program. Call (520) 621-4365 if you have questions.

15. UA individuals must meet qualifying program criteria regarding their employee eligibility and status. Additionally, this program is only available to the legal, dependent children of eligible UA employees (this includes children by birth or adoption, foster children and children by court order) or for children who meet the University’s dependent(s) status definition used for qualifying UA employee health coverage. The age range for dependent children is birth-12 years.

16. As the selection of child care is the exclusive responsibility of parents, the child care provider chosen will be asked to confirm certain information. This includes confirming the provider meets the description of a qualifying child care provider (or permitted exception) as described in the Program Guidelines, and regarding reimbursement submittals for child care service occurring within the July 1, 2015-June 30, 2016 fiscal year.

17. Employees may request a child care consultation to learn about options by email or by calling (520) 621-9870.

18. Employees are responsible for providing UA Life & Work Connections with correct employee, family and child care information, and for notifying this department of any information changes in a timely manner, including UA email account changes. Incomplete or delayed Voucher communications and reimbursements resulting from such inaccuracies, are the responsibility of the employee. Call (520) 621-4365 if you have questions.

**Priority for Funding**

Complete employee application information (E-Application, Enrollment Verification Form and prior year 1040 tax form) will be accepted on a first come, first served basis. Once funds are dispersed, a contact list will be maintained.

**Reimbursement**

1. It is the employee’s responsibility to be knowledgeable about program content; to accurately complete, submit and update program information in a timely manner; and to receive and apply Voucher reimbursements in accordance with Program Guidelines and application submittals for work-related child care. Email lwcvoucher@email.arizona.edu or call (520) 621-4365 if you have questions.

2. Eligible employees’ first and last names should match the names used by the University. Please inform our office when spelling and hyphenating changes occur.

3. Current employees eligible for full benefits not complying with Program Guidelines and application requirements may be disqualified from the Voucher Program.

4. Employees will be notified of eligibility, enrollment and/or contact list status, through their UA email account.

5. Following Voucher Program enrollment notification by UA Life & Work Connections, University employees must submit a completed Monthly Cost Form to Child Care and Family Resources to initiate reimbursement. At enrollment, this form and a Voucher reimbursement calendar will be provided to you, with additional copies available from http://www.lifework.arizona.edu/cc/employee_child_care_voucher_program.
6. In order of most preferred, to least preferred method, please submit each completed Monthly Cost Form:
   ○ by electronically scanned copy to wcvoucher@email.arizona.edu
   ○ by mail and delivery: 1125 N. Vine, Room 211, Tucson, AZ, 85721 or
   ○ by fax: (520) 621-4474

   It is the employee’s responsibility to submit the completed Monthly Cost Form. Call (520) 621-4365 if there are questions.

7. Employees are strongly encouraged to submit these forms each month. Access the Voucher Calendar for quarterly submission deadlines and applicable reimbursement.

8. Reimbursements will be processed the week before each University payday and included in your paycheck. A reference calendar may be accessed at http://lifework.arizona.edu/cc/employee_child_care_voucher_program.

9. Voucher reimbursement submittals and reimbursement payments must occur during one's active employment with the University and meet applicable fiscal year descriptions.

10. Employees will be notified upon reaching their maximum reimbursement amount in the July 1-June 30 fiscal year period, through their UA email account.

11. Employees are responsible for providing UA Life & Work Connections with correct employee, family and child care information, and for notifying this department of any information changes in a timely manner, including UA email account changes. Incomplete or delayed Voucher communications and reimbursements resulting from such inaccuracies, are the responsibility of the employee. Call (520) 621-4365 if you have questions.

12. Monthly Cost Forms must be submitted in the current fiscal year (July 1, 2015-June 30, 2016).

13. The deadline to submit forms for expenses incurred April 1, 2015 through June 30, 2016 is June 14, 2016 for reimbursement on June 24, 2016. There will be no exceptions.

Dependent Care and Tax Liability Issues

The Internal Revenue Service has determined that employees may allocate up to $5,000 per year in a dependent care assistance account established by their employer. This $5,000 allocation includes the combined monies applied to the following UA sponsored pre-tax programs:

- Flexible Spending Account (FSA)* for dependent care only (excludes medical expenses)
- Employee Child Care Voucher Program
- Employee Sick Child and Emergency/Back-Up Care Program (includes the entire value of the program - employee and employer costs)

*You may designate an amount of pre-tax salary to be placed in a dependent care related and/or medical expenses related FSA. These tax-free dollars may then be used to reimburse you for qualified out-of-pocket medical care and/or dependent care (child/elder care) expenses. You reduce your taxable income, as no Social Security, federal or state income taxes are taken from the designated dollars and this amount is excluded from your taxable income.

Please note that dependent care expenditures that exceed the $5,000 limit are subject to income tax. The annual FSA figures (total costs) will appear on your Form W-2 Wage and Tax Statement. This information is not intended to serve as tax advice. Please consult your professional tax advisor to identify full tax implications of program use and to determine the optimal use of dependent care offerings. For information about the status of your FSA or qualified deductions, contact ASI at http://www.asiflex.com or at (800) 659-3035 or (573) 442-3035.

Thank you for your Guidelines review. Please contact the appropriate University resource if you have related questions:

<table>
<thead>
<tr>
<th>Child Care and Family Resources</th>
<th>(520) 621-4365</th>
<th><a href="http://lifework.arizona.edu">http://lifework.arizona.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>(520) 621-3662</td>
<td><a href="http://www.hr.arizona.edu/benefits">http://www.hr.arizona.edu/benefits</a></td>
</tr>
</tbody>
</table>

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