



**Description of Program**

The Backup Care Program (BCP) is an important work/life service for the University of Arizona (UA) community. This program runs from July 1, 2023 - June 30, 2024, and provides up to 80 hours of backup care for dependents and qualifying relatives of eligible students through a contracted vendor. Backup care does not include skilled medical or long-term care. The dependent or qualifying relative must meet the criteria stated in the IRS [Publication 501](#).

Backup care services may only be used on the same day(s) as a student’s course-related commitments. The BCP provides care when:

- Dependents and qualifying relatives are unable to attend school or their regular care arrangement.
- when there is an unscheduled interruption in regular school and/or care arrangements for dependents and qualifying relatives.

Students are responsible for understanding no-service dates. Should a student have course-related commitments on a no-service date, they must ask for special authorization at least ten business days before the care request.

Bright Horizons serves as the current UA Backup Care Program vendor. All program materials are based upon the contractual agreement between the University of Arizona and the contracted vendor(s). In the event of any discrepancy or conflict, the contract shall take precedence. Participants in the BCP elect to use this service with the knowledge that they are contracting with Bright Horizons and not with the University of Arizona for backup care services. Bright Horizons is responsible for contracting and overseeing its network of caregivers, providers, and centers. Participants are encouraged to review [Bright Horizons’ agency standards](#).

**Eligibility**

Students who are enrolled part-time or full-time may participate in the BCP. Students who are concurrently UA full benefits-eligible employee must register under their primary university status as an employee. Students are responsible for notifying Life & Work Connections if their primary university status changes. Enrolled students not complying with program guidelines and registration requirements may be disqualified from the BCP.

Students may use BCP services for dependents and qualifying relatives meeting the criteria stated in the IRS [Publication 501](#).

**Usage and Rates**

Students are eligible for up to eighty (80) hours of backup care per program year. Participants are responsible for following the co-payment procedures outlined by [Bright Horizons](#). Households with more than three (3) children and adults needing care may require additional caregivers, and additional utilization and co-payments may apply. Please call (520) 621-2493 if you have questions.

Location	Number of dependents	Student Pays	UA Pays	Full Hourly Rate
In-home	One - Three (1-3) children or adults in the household	\$6.00 per hour for up to 10 hours per day*	\$51.75 p/h for up to 10 hours per day*	\$57.75 per hour for one to three (1-3) children or adults in the household
In-center	One - Three (1-3) children	\$3.00 per hour a minimum of 8 hours**	\$43.10 p/h a minimum of 8 hours**	\$46.10 per hour for one to three (1-3) children

\*Four-hour minimum. 10 hours is the maximum any one caregiver can work in the home. A different caregiver will be provided when over 10 hours are needed.

\*\*Care over 8 hours can be provided up to the total number of hours per day of operating hours offered by that center.

**Service cancellation must be completed by 5:00 p.m. local time, two business days before the day of care. If care is canceled after the deadline, the registrant is charged the use against their annual limit and charged the applicable copayment. Recurring late cancellations resulting in usage charges may result in expulsion from the BCP.**

*Out-of-Network Care* is available only if no other option for care services is reasonably available. *Out-of-Network Care* must be pre-authorized by Bright Horizon. Participants utilizing *Out-of-Network Care* are reimbursed \$100 per day regardless of the hours used.

**Registration Process**

Participants may register for the BCP at any time between July 1, 2023 - June 30, 2024.

- The registration process must be completed before care requests can be fulfilled.
- Participants must enroll every program year; program enrollment does not carry over.

- Enrollment in the BCP provides access to services but cannot guarantee caregiver availability.

Students are encouraged to register as early as possible. Verification and processing can take up to 48 business hours after registration is completed. This verification process is required before backup care services can be scheduled. Contact the vendor 1-877-242-2737 if there are questions.

<b>Step 1: UA Program Enrollment</b>	Complete <a href="#">UA Program Enrollment Form</a> . Once enrollment is verified, an email with instructions on how to register with the vendor will be sent via university email.
<b>Step 2: Vendor Registration</b>	Complete Bright Horizons’ registration process.

**IMPORTANT:** Participant information must match the student’s information as noted in UAAccess to avoid interruptions or delays.

Participants acknowledge that, as part of the BCP registration process, they will be required to provide additional information to Bright Horizons. Participants agree that the UA may share program enrollment information with Bright Horizons as necessary to facilitate access to the program. Likewise, participants agree Bright Horizons may provide information to the UA as needed.

**Requesting Backup Care**

All backup care requests are submitted directly to Bright Horizons and can be made up to 30 days in advance. Participants must follow the Bright Horizons care request procedures.

As the BPC program is for coursework-related obligations, the program is unavailable evenings, weekends, [University holidays](#), and winter closure unless a student has a coursework-related obligation at that time. In these cases, the student must request an exception at least 10 business days in advance to the Life & Work Connections office via email ([lifework@arizona.edu](mailto:lifework@arizona.edu)).

**Program Environment**

The University of Arizona is committed to and promotes an atmosphere of positive engagement and mutual respect. All parties (and their representatives) affiliated with the program are expected to conduct themselves in a professional and respectful manner.

Participants using the in-center childcare service are requested to familiarize themselves and comply with specific center policies and procedures. Additionally, participants are expected to provide and maintain a safe and healthy environment for in-home care.

**Compliance Checks**

Participants are subject to compliance checks, and additional documentation of eligibility may be required. If found to be ineligible, students may be responsible for reimbursing all monies to the University of Arizona. Failure to comply with the above requirements may result in the denial of this employee benefit.

**Dependent Care and Tax Liability Issues - Students**

Childcare can be a major expense for many students. Additionally, subsidized monies received from the University for childcare costs can be considered “scholarship” income and may be subject to taxation.

This information is not intended to serve as tax advice. Consult your professional tax advisor to identify the full tax implications of program use and to determine the optimal use of dependent care offerings.

**Contacts**

To expedite service, please direct your questions to as follows.

Life & Work Connections	UA enrollment, No-service exceptions	(520) 621-2493	<a href="http://www.lifework.arizona.edu">www.lifework.arizona.edu</a>
Bright Horizons	Vendor Registration, care requests	1 (877) 242-2737	<a href="https://clients.brighthorizons.com/arizona">https://clients.brighthorizons.com/arizona</a>