



**2023/2024 UA Childcare Choice**

Employee Reimbursement Program for Qualified Childcare Expenses

**Reimbursement Calendar**

**Quarterly Deadlines**

It is the employee’s responsibility to submit the *Cost Form* referencing the program’s **monthly and quarterly reimbursement deadlines**, in order to receive reimbursement in its entirety for the applicable pay period. Such forms may be submitted as frequently as every two weeks and **must** be submitted at least once a quarter.

Retroactive reimbursements from earlier quarters are not allowed; there are **no exceptions\***.

Call (520) 621-1530 if you have questions.

Quarter	Childcare Occurring Between:	Last Day to Submit Forms
Quarter 1	July 1, 2023, to September 30, 2023	October 10, 2023
Quarter 2	October 1, 2023, to December 31, 2023	January 16, 2024
Quarter 3	January 1, 2024, to March 31, 2024	April 9, 2024
Quarter 4	April 1, 2024, to June 30, 2024	June 4, 2024

**Reimbursement deadlines**

Forms are due by **5:00 pm** MST on dates indicated below:

	Forms Due		For Pay Day
Quarter 1	Tuesday	8/15/2023	8/25/2023
	Tuesday	8/29/2023	9/8/2023
	Tuesday	9/12/2023	9/22/2023
	Tuesday	9/26/2023	10/6/2023
	<b>QUARTER 1 Due Tuesday: 10/10/2023</b>		
<b>DEADLINE For Pay Day: 10/20/2023</b>			
Quarter 2	Tuesday	10/24/2023	11/3/2023
	Tuesday	11/7/2023	11/17/2023
	Tuesday	11/21/2023	12/1/2023
	Tuesday	12/5/2023	12/15/2023
	<b>QUARTER 2 Due Tuesday: 1/16/2024</b>		
<b>DEADLINE For Pay Day: 1/26/2024</b>			

	Forms Due		For Pay Day
Quarter 3	Tuesday	1/30/2024	2/9/2024
	Tuesday	2/13/2024	2/23/2024
	Tuesday	2/27/2024	3/8/2024
	Tuesday	3/12/2024	3/22/2024
	Tuesday	3/26/2024	4/5/2024
<b>QUARTER 3 Due Tuesday: 4/9/2024</b>			
<b>DEADLINE For Pay Day: 4/19/2024</b>			
Quarter 4	Tuesday	4/23/2024	5/3/2024
	Tuesday	5/7/2024	5/17/2024
	Tuesday	5/21/2024	5/31/2024
	<b>QUARTER 4 Due Tuesday: 6/4/2024</b>		
<b>DEADLINE For Pay Day: 6/14/2024</b>			

\*Applicants approved mid-fiscal year have a one-time opportunity to claim any qualifying childcare expenses from the beginning of the quarter in which they were waitlisted.