



2024/2025 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, 2024, to September 30, 2024	October 8, 2024
Quarter 2	October 1, 2024, to December 31, 2024	January 14, 2025
Quarter 3	January 1, 2025, to March 31, 2025	April 8, 2025
Quarter 4	April 1, 2025, to June 30, 2025	June 3, 2025

Reimbursement deadlines

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

	Forms Due	For Pay Day	
Quarter 1	Tuesday	8/13/2024	8/23/2024
	Tuesday	8/27/2024	9/6/2024
	Tuesday	9/10/2024	9/20/2024
	Tuesday	9/24/2024	10/4/2024
	QUARTER 1 Due Tuesday: 10/8/2024		
	DEADLINE For Pay Day: 10/18/2024		
Quarter 2	Tuesday	10/22/2024	11/1/2024
	Tuesday	11/5/2024	11/15/2024
	Tuesday	11/19/2024	11/27/2024
	Tuesday	12/3/2024	12/13/2024
	Tuesday	12/17/2024	12/27/2024
	QUARTER 2 Due Tuesday: 1/14/2025		
DEADLINE For Pay Day: 1/24/2025			

	Forms Due	For Pay Day	
Quarter 3	Tuesday	1/28/2025	2/7/2025
	Tuesday	2/11/2025	2/21/2025
	Tuesday	2/25/2025	3/7/2025
	Tuesday	3/11/2025	3/21/2025
	Tuesday	3/25/2025	4/4/2025
	QUARTER 3 Due Tuesday: 4/8/2025		
DEADLINE For Pay Day: 4/18/2025			
Quarter 4	Tuesday	4/22/2025	5/2/2025
	Tuesday	5/6/2025	5/16/2025
	Tuesday	5/20/2025	5/30/2025
	Tuesday	6/3/2025	6/13/2025
	QUARTER 4 Due Tuesday: 6/17/2025		
	DEADLINE For Pay Day: 6/27/2025		

*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.