Introduction
The University of Arizona ("UA") offers reimbursement for qualified childcare expenses with “UA Childcare Choice.” UA Childcare Choice, through Life & Work Connections, has two components: an employee program and a student program.

UA Childcare Choice Employee Reimbursement Program for Qualified Childcare Expenses ("UA Childcare Choice-Employee") is:

- designed to help employees pay for current, qualifying work-related childcare occurring in Arizona;
- available to current employees eligible for full benefits;
- an option when there is not a responsible adult in the home of the eligible employee with whom the child resides, to provide childcare;
- intended to offer such individuals with program access to enroll

Program enrollment completion is not a guarantee of employee reimbursement for qualifying expenses already incurred. UA Childcare Choice Employee Reimbursement Program for Qualified Childcare Expenses replaces the employee Childcare Voucher Program. Visit www.lifework.arizona.edu to learn more.

Employee Eligibility
- Current employees must be eligible for full benefits (.50 FTE or greater) and have childcare costs directly related to their work schedule.
- As applicable, eligible employees interested in UA Childcare Choice-Employee reimbursement for their work-related childcare, 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. UA Childcare Choice-Employee an option when there is not a responsible adult in the home of the eligible employee with whom the child resides, to provide childcare.
- 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 those used by the UA. Inform our office about spelling and hyphenating changes.
- UA Childcare Choice-Employee 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 Childcare
Employees’ current, qualifying work-related childcare occurring in Arizona must fall into one of the following categories:

- small family childcare home regulated by the Department of Economic Security (DES);
- family childcare group home regulated by the Department of Health Services (DHS);
- childcare center regulated by the Department of Health Services (DHS);
- before and/or after school program or intercession program sponsored by a school district;
- before and/or after school program or intercession program sponsored by a charter school;
- child development program (childcare centers and family childcare homes) with a Department of Defense (DoD) Certificate to Operate;
- a program sponsored by the University of Arizona;
- a program sponsored by a state university (Arizona State University and Northern Arizona University) or sponsored by a state community college as defined by the Arizona Department of Education

Multiple childcare arrangements are often necessary, and are eligible for reimbursement. Note program services under consideration may be described as “childcare,” yet not reflect the above criteria (and are therefore, ineligible for UA Childcare Choice-Employee reimbursement). Visit the above links regarding qualifying childcare. Email CCEmployee@email.arizona.edu if you have questions.

Additionally:
- Assistance may not be used for optional classes offered at an additional cost during regular childcare hours.
- Assistance may not be used for a childcare provider who comes into the employee’s home.
- Programs:
  - offering experiences as “camp” or “recreational” opportunities not meeting “Qualifying Childcare” descriptions;
  - at schools without the supervision of state or local education authorities (e.g. “private schools”);
  - where participants are allowed to sign themselves in/out;
  - that reflect non-childcare tuition;
- are not eligible for UA Childcare Choice-Employee submission.

Visit the following links for more information:
- www.lifework.arizona.edu
- www.departmentofdefense.com
Amount of July 1-June 30 Fiscal Year Financial Assistance
Fiscal year 2017/2018 reimbursable childcare expenses are displayed below:

<table>
<thead>
<tr>
<th>Reimbursable Childcare Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% reimbursement, not to exceed $2,000</td>
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- Descriptions and figures are for this corresponding July 1-June 30 fiscal year period, and may be subject to future revision.
- In the case of two parents who are current UA employees eligible for full benefits, UA Childcare Choice-Employee monies will be reimbursed to a single individual on behalf of the family.
- In the case of two parents comprised of a current UA employee eligible for full benefits and a currently enrolled UA student, the pair selects UA Childcare Choice-Employee on behalf of the family. (Also see “Application” section, page 3, #15.)
- In the case of a currently enrolled UA student who concurrently becomes an UA employee eligible for full benefits, the individual selects UA Childcare Choice-Employee. Call (520) 621-4365 if you have questions.
- If parents remove their children from qualified childcare and this results in a refund to the parents, that portion of costs previously reimbursed by UA Childcare Choice-Employee 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.
- Life & Work Connections’ Childcare and Family Resources is responsible for the administration of funds. Inquiries can be made by email to CCEmployee@email.arizona.edu, by mail to 715 N. Park, 2nd Floor, and Tucson, AZ, 85719 or by fax to (520) 621-4474. Call (520) 621-4365 if you have questions.
- UA Childcare Choice-Employee 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.
- Applications for UA Childcare Choice-Employee are subject to audit and additional documentation of eligibility may be required. If found to be ineligible, such employees are responsible for reimbursing any and all monies to the University of Arizona, and failure to comply with the above requirements may result in denial of this employee benefit.

Application

1. It is the employee’s responsibility to be informed about program content; to accurately complete, submit and update program information in a timely manner; and to receive and apply UA Childcare Choice-Employee reimbursement in accordance with program guidelines for work-related childcare expenses already incurred. Email CCEmployee@email.arizona.edu, or call (520) 621-4365 if you have questions.

2. Eligible employees’ first and last names should match those used by the UA. Inform our office about spelling and hyphenating changes.

3. Current employees eligible for full benefits not complying with program guidelines and enrollment requirements may be disqualified from the program.

4. Applications for UA Childcare Choice-Employee are subject to audit and additional documentation of eligibility may be required. If found to be ineligible, such employees are responsible for reimbursing any and all monies to the University of Arizona, and failure to comply with the above requirements may result in denial of this employee benefit.

5. Current employee E-Application forms and instructions are available at https://lifework.arizona.edu/cc/enroll-childcare-choice

6. From a secure site, eligible employees will be asked for their (a) UA Net ID and password and (b) UA Childcare Choice-Employee Enrollment Verification Form completed by the employee’s childcare provider. Call (520) 621-4365 if you have questions.

7. 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, and Room 114, (520) 621-3662, to enroll during regular business hours. Similarly, access and assistance is also available in Human Resources @ University of Arizona Health Sciences (UAHS) located at the Comstock Building, 1451 N. Warren Avenue, Room 100, (520) 626-2600, to enroll during regular business hours. UA employees at other University sites, please call (520) 621-4365 with registration questions.

8. 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.

9. 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.

10. Approval is based upon the date of the completed submittal. Incomplete submittals may delay the approval process.

11. This office will verify employee eligibility for full benefits and FTE status. As applicable, eligible employees interested in UA Childcare Choice-Employee reimbursement for their work-related childcare, 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. UA Childcare Choice-Employee is an option when there is not a responsible adult in the home of the eligible employee with whom the child resides, to provide childcare.

12. UA Childcare Choice-Employee 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.

13. The employee-provided UA email account on the E-Application form will be used to disseminate Life & Work Connections’ listserv and other related information, unless otherwise noted by the employee in separate email to CCEmployee@email.arizona.edu. The employee-provided home address will be used for U.S. Mail. Call (520) 621-4365 to identify employee, family and enrollment information changes, or if you have questions.

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

15. In the case of two parents comprised of a current UA employee eligible for full benefits and a currently enrolled UA student, the pair selects UA Childcare Choice-Employee, on behalf of the family.

If UA Childcare Choice-Employee reaches its fiscal limit, and the household has not received funds from UA Childcare Choice-Employee for that program year, they may then apply to UA Childcare Choice-Student.

If such parents participate in UA Childcare Choice-Student and additional funds become available for UA Childcare Choice-Employee, they will not be able to participate in UA Childcare Choice-Employee for that program year (due to their participation in UA Childcare Choice-Student).

16. In the case of a currently enrolled UA student who concurrently becomes an UA employee eligible for full benefits, the individual selects UA Childcare Choice-Employee. Call (520) 621-4365 if you have questions.

17. 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.

18. As the selection of childcare is the exclusive responsibility of parents, the childcare provider chosen will be asked to confirm certain information. This includes confirming the provider meets the description of a qualifying childcare provider as described in the program guidelines, and regarding reimbursement submittals for childcare service occurring within the July 1, 2017-June 30, 2018 fiscal year.

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

20. Employees are responsible for providing Life & Work Connections with correct employee, family and childcare information, and for notifying this department of any related changes in a timely manner, including UA email account changes. Incomplete or delayed UA Childcare Choice-Employee communications and reimbursement resulting from such inaccuracies, are the responsibility of the employee. Email CCEmployee@email.arizona.edu or call (520) 621-4365 if you have questions.

Priority for Funding
Complete employee application information (E-Application and Enrollment Verification 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 informed about program content; to accurately complete, submit and update program information in a timely manner; and to receive and apply UA Childcare Choice-Employee reimbursement in accordance with program guidelines for work-related childcare expenses already incurred. Email CCEmployee@email.arizona.edu or call (520) 621-4365 if you have questions.

2. Eligible employees’ first and last names should match those used by the UA. Inform our office about spelling and hyphenating changes.

3. Current employees eligible for full benefits not complying with program guidelines and enrollment requirements may be disqualified from the program.

4. Applications for UA Childcare Choice-Employee are subject to audit and additional documentation of eligibility may be required. If found to be ineligible, such employees are responsible for reimbursing any and all monies to the University of Arizona, and failure to comply with the above requirements may result in denial of this employee benefit.

5. Employees will be notified of eligibility, enrollment and/or contact list status, through their UA email account.
6. Following UA Childcare Choice-Employee enrollment notification by Life & Work Connections, such employees must submit a completed Cost Form to Childcare and Family Resources to initiate reimbursement. At enrollment, this form and an UA Childcare Choice-Employee reimbursement calendar will be provided to you, with additional copies available from [https://lifework.arizona.edu/cc/program-forms-and-materials](https://lifework.arizona.edu/cc/program-forms-and-materials).

7. Please submit each completed Cost Form:
   - by electronically scanned copy to CCEmployee@email.arizona.edu (preferred)
   - by mail and delivery: 715 N. Park, 2nd Floor, Tucson, AZ, 85719 or
   - by fax: (520) 621-4474

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

8. Employees are **strongly encouraged** to submit these forms each month. UA Childcare Choice Program-Employee Reimbursement Calendar lists quarterly submission deadlines, and University paydays for applicable reimbursement. There are no exceptions. It also reflects University closures, and related calendar notices. Reimbursements will be processed the week before each University payday and included in your paycheck.

9. UA Childcare Choice-Employee is intended for childcare expenses already incurred, and that are related solely to the UA employee’s status and current, qualifying work-related childcare occurring in Arizona.

10. UA Childcare Choice-Employee 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. Employees will be notified upon reaching their maximum reimbursement amount in the applicable fiscal year period, through their UA email account.

12. *Cost Forms must be submitted in the current fiscal year (July 1, 2017-June 30, 2018).*

13. The UA Childcare Choice-Employee is funded within a July 1-June 30 fiscal year period.

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

**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)
- UA Childcare Choice Employee Reimbursement Program for Qualified Childcare Expenses
- 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 (childcare/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](http://www.asiflex.com) or at (800) 659-3035, or (573) 442-3035.

Thank you for your review. Contact the appropriate University resource if you have related questions:

| Childcare and Family Resources | (520) 621-4365 | [http://lifework.arizona.edu](http://lifework.arizona.edu) |
| Benefits | (520) 621-3662 | [http://hr.arizona.edu/employees-affiliates/benefits](http://hr.arizona.edu/employees-affiliates/benefits) |

**UA Childcare Choice Employee Reimbursement Program for Qualified Childcare Expenses**

The UA Childcare Choice Employee Reimbursement Program for Qualified Childcare Expenses 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.