



2020/2021 UA Childcare Choice Employee Reimbursement Program for Qualified Childcare Expenses Program Guidelines

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;
- for such childcare expenses already incurred;
- available to current employees eligible for full benefits

Eligible employees have program access to apply, and a completed application does not guarantee program enrollment.

Employee Eligibility

- Current employees must be eligible for full benefits and have childcare costs directly related to their work schedule.
- This office will verify employee eligibility for full benefits and FTE status.
- Eligible employees may be asked to provide additional information when the employee's spouse, partner, or child's other parent is also an UA employee or UA student.
- 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](#); 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, Arizona State University, 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.
- Other programs not eligible for UA Childcare Choice-Employee submission are those:
 - 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.

Amount of July 1-June 30 Fiscal Year Financial Assistance

Fiscal year **2020/2021** reimbursable childcare expenses are displayed below:

Reimbursable Childcare Expenses
50% reimbursement, not to exceed \$2,000 perhousehold

- 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.
- 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) 621-1530 if you have questions.
- If parents remove their children from qualified childcare and this result 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 submitted Cost Form or paycheck.
- Life & Work Connections is responsible for the administration of funds. Inquiries can be made by email to CCEmployee@email.arizona.edu, or by mail to 715 N. Park, 2nd Floor, Tucson, AZ, 85719. Call (520) 621-1530 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 periodic compliance checks and additional documentation of eligibility may be required. Employees, be prepared to keep and provide original childcare receipts for a period of one (1) year. 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 understand 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) 621-1530 if you have questions.
2. Employees will be notified of eligibility, enrollment, and/or contact list status, through their UA email account.
3. The names of eligible UA employees - including spelling and hyphenating - should match employees' UAAccess personal information. Inform our office about related changes to avoid interruptions or delays.
4. Current employees eligible for full benefits not complying with program guidelines and application requirements may be disqualified from the program.
5. Applications for UA Childcare Choice-Employee are subject to periodic compliance checks 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.
6. Current employee E-Application forms and instructions are available at <https://lifework.arizona.edu/childcare-choice-employee>.
7. 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) 621-1530 if you have 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 and prioritized based on that date. You will receive an auto-reply confirming submittal status through your UA email account. Our office will contact you if there are questions.
10. Program enrollment approval is based upon the date of the completed submittal. Incomplete submittals may delay the approval process.
11. 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.
12. 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. Call (520) 621-1530 to identify employee, family and enrollment information changes, or if you have questions.
13. 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](#).
14. 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).
15. 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. This claim has to be submitted before the deadline of the after approval first paycheck.
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) 621-1530 if you have questions.
17. 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, 2020-June 30, 2021** fiscal year.

18. Employees may request a childcare consultation to learn about options by [email](#) or by calling (520) 621-1530.
19. 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) 621-1530 if you have questions.

Priority for Funding

Complete employee application information (E-Application and Enrollment Verification Form) will be processed and prioritized based on application date. Once funds are dispersed, a contact list will be maintained.

Reimbursement

1. Following UA Childcare Choice-Employee enrollment approval by Life & Work Connections, such employees must submit a completed *Cost Form* to initiate reimbursement. This form and an UA Childcare Choice-Employee reimbursement calendar will be provided to you, with additional copies available from <https://lifework.arizona.edu/childcare-choice-employee>.
2. It is the employee's responsibility to submit the completed *Cost Form* through:
 - a. Electronically scanned copy to CCEmployee@email.arizona.edu from the **employee's UA email address**, OR;
 - b. In-person delivery to 715 N. Park, 2nd Floor, during University business hours; *a current photo ID is required*. [Find](#) directions and parking information. Call (520) 621-1530 if there are questions.
3. 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. Reimbursements will be processed the week before each University payday and included in your paycheck.
4. 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.
5. 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.
6. Employees will be notified upon reaching their maximum reimbursement amount in the applicable fiscal year period, through their UA email account.
7. *Cost Forms* must be submitted in the current fiscal year (**August 1, 2020-June 9, 2021**).
8. The UA Childcare Choice-Employee is funded within a July 1-June 30 fiscal year period.

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 (child and/or elder) care only (excludes medical expenses)
- UA Childcare Choice Employee Reimbursement Program for Qualified Childcare Expenses
- Employee Sick and Back-Up Childcare 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> or at (800) 659-3035, or (573) 442-3035.

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

Life & Work Connections	UA Registration	(520) 621-1530	http://lifework.arizona.edu
HR Solutions	Benefits	(520) 621-3662	https://hr.arizona.edu/employees-affiliates/benefits

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