



**2020/2021 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, 2020 to September 30, 2020	October 13, 2020
Quarter 2	October 1, 2020 to December 31, 2020	January 19, 2021
Quarter 3	January 1, 2021 to March 31, 2021	April 13, 2021
Quarter 4	April 1, 2021 to June 30, 2021	June 8, 2021

**Reimbursement deadlines**

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

		Forms Due	For Pay Day
Quarter 1	Tuesday	9/1/2020	9/11/2020
	Tuesday	9/15/2020	9/25/2020
	Tuesday	9/29/2020	10/9/2020
	<b><u>QUARTER 1 DEADLINE</u></b>		<b>Due Tuesday: 10/13/2020</b>
Quarter 2	Tuesday	10/27/2020	11/6/2020
	Tuesday	11/10/2020	11/20/2020
	Tuesday	11/24/2020	12/04/2020
	Monday	12/08/2020	12/18/2020
	<b><u>QUARTER 2 DEADLINE</u></b>		<b>Due Tuesday: 1/19/2021</b>

		Forms Due	For Pay Day
Quarter 3	Tuesday	2/2/2021	2/12/2021
	Tuesday	2/16/2021	2/26/2021
	Tuesday	3/2/2021	3/12/2021
	Tuesday	3/16/2021	3/26/2021
	Tuesday	3/30/2021	4/9/2021
<b><u>QUARTER 3 DEADLINE</u></b>		<b>Due Tuesday: 4/13/2021</b>	<i>For Pay Day: 4/23/2021</i>
Quarter 4	Tuesday	4/27/2021	5/7/2021
	Tuesday	5/11/2021	5/21/2021
	Tuesday	5/25/2021	6/4/2021
	<b><u>QUARTER 4 DEADLINE</u></b>		<b>Due Tuesday: 6/8/2021</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.