



**2022/2023 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, 2022 to September 30, 2022	October 11, 2022
Quarter 2	October 1, 2022 to December 31, 2022	January 17, 2023
Quarter 3	January 1, 2023 to March 31, 2023	April 11, 2023
Quarter 4	April 1, 2023 to June 30, 2023	June 6, 2023

**Reimbursement deadlines**

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

	Forms Due	For Pay Day	
Quarter 1	Tuesday	8/2/2022	8/12/2022
	Tuesday	8/16/2022	8/26/2022
	Tuesday	8/30/2022	9/9/2022
	Tuesday	9/13/2022	9/23/2022
	Tuesday	9/27/2022	10/7/2022
	<b>QUARTER 1 Due Tuesday: 10/11/2022</b>		
<b>DEADLINE For Pay Day: 10/21/2022</b>			
Quarter 2	Tuesday	10/25/2022	11/4/2022
	Tuesday	11/8/2022	11/18/2022
	Tuesday	11/22/2022	12/2/2022
	Tuesday	12/6/2022	12/16/2022
	<b>QUARTER 2 Due Tuesday: 1/17/2023</b>		
<b>DEADLINE For Pay Day: 1/27/2023</b>			

	Forms Due	For Pay Day	
Quarter 3	Tuesday	1/31/2023	2/10/2023
	Tuesday	2/14/2023	2/24/2023
	Tuesday	2/28/2023	3/10/2023
	Tuesday	3/14/2023	3/24/2023
	Tuesday	3/28/2023	4/7/2023
	<b>QUARTER 3 Due Tuesday: 4/11/2023</b>		
<b>DEADLINE For Pay Day: 4/21/2023</b>			
Quarter 4	Tuesday	4/25/2023	5/5/2023
	Tuesday	5/9/2023	5/19/2023
	Tuesday	5/23/2023	6/2/2023
	<b>QUARTER 4 Due Tuesday: 6/6/2023</b>		
<b>DEADLINE For Pay Day: 6/16/2023</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.