



2021/2022 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, 2021 to September 30, 2021	October 12, 2021
Quarter 2	October 1, 2021 to December 31, 2021	January 18, 2022
Quarter 3	January 1, 2022 to March 31, 2022	April 12, 2022
Quarter 4	April 1, 2022 to June 30, 2022	June 7, 2022

Reimbursement deadlines

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

		<i>Forms Due</i>		<i>For Pay Day</i>
Quarter 1	Tuesday	8/17/2021	8/27/2021	
	Tuesday	8/31/2021	9/10/2021	
	Tuesday	9/14/2021	9/24/2021	
	Tuesday	9/28/2021	10/8/2021	
			<u>QUARTER 1 Due Tuesday: 10/12/2021 DEADLINE</u> For Pay Day: 10/22/2021	
Quarter 2	Tuesday	10/26/2021	11/5/2021	
	Tuesday	11/9/2021	11/19/2021	
	Tuesday	11/23/2021	12/3/2021	
	Tuesday	12/7/2021	12/17/2021	
	Tuesday	1/4/2022	1/14/2022	
			<u>QUARTER 2 Due Tuesday: 1/18/2022 DEADLINE</u> For Pay Day: 1/28/2022	

		<i>Forms Due</i>		<i>For Pay Day</i>
Quarter 3	Tuesday	2/1/2022	2/11/2022	
	Tuesday	2/15/2022	2/25/2022	
	Tuesday	3/1/2022	3/11/2022	
	Tuesday	3/15/2022	3/25/2022	
	Tuesday	3/29/2022	4/8/2022	
			<u>QUARTER 3 Due Tuesday: 4/12/2022 DEADLINE</u> For Pay Day: 4/22/2022	
Quarter 4	Tuesday	4/26/2022	5/6/2022	
	Tuesday	5/10/2022	5/20/2022	
	Tuesday	5/24/2022	6/3/2022	
			<u>QUARTER 4 Due Tuesday: 6/7/2022 DEADLINE</u> For Pay Day: 6/17/2022	

*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.