



## SUMMER CHILDCARE REIMBURSEMENT PROGRAM 2020 Revised GUIDELINES



The Summer Childcare Reimbursement Program is available to employees in the Confidential, Trades & Crafts, Public Services, Clerical and Supervisory bargaining units. This reimbursement program is funded by the County of San Luis Obispo and administered through the San Luis Obispo County Employees' Association (SLOCEA). The Association's Summer Childcare Reimbursement Committee (SCRC) is responsible for administering the program on behalf of the Association. The program is intended to assist County employees with summer childcare expenses for children five years old who have completed kindergarten through age 14 who have completed eighth grade. Requests for children over 14 years old with special needs will be considered on an individual basis when funds exist.

### REVISIONS FOR 2020 ONLY:

Due to extenuating circumstances related to COVID-19, for the 2020 calendar year, SCRC has expanded eligibility criteria to include children under 5 and extended the reimbursement period to **March 19-August 31, 2020**. In addition, SCRC has expanded the reimbursable expenses to include qualified educational tutoring services. Qualified Tutors are persons or professional services that are licensed through the California Commission on Teaching Credentials, or the National or County equivalents thereof. If funds remain, the reimbursement period may be extended on a month-by-month basis beyond August, but not to exceed December 31, 2020. The deadline for applications is also extended to **August 31, 2020**.

### Qualifications

1. County employee must be in the Confidential, Trades & Crafts, Public Services, Clerical or Supervisory bargaining unit.
2. Permanent employees working at least 20 hours a week.
3. Eligible employees are: Parents or legal guardians of children 5 years of age who have completed kindergarten through age 14, who have completed the 8<sup>th</sup> grade and are receiving childcare that enables the employee to work for the County. In addition, special requests or needs for children over 14 years old will be considered on an individual basis when funds exist. \*\*2020 COVID-19 conditions expand this qualification to include children under 5 years old and expand reimbursable expenses to include educational tutoring services.
4. Family gross earnings last calendar year did not exceed \$79,950. However, if you feel you may qualify due to recent changes in your financial situation, you are encouraged to apply. (Your most recent federal tax return and W2 form will be requested)

If you meet the above qualifications, complete and return a Summer Childcare Reimbursement application to SLOCEA, labeled "Confidential Summer Childcare." You may use either inter-County mail or the US Mail to: SLOCEA, 1035 Walnut Street SLO, CA 93401.

**Important**

**May 1st**     **DEADLINE** for submittal of a completed Summer Childcare Reimbursement application. Applications must be delivered to SLOCEA's business office located at 1035 Walnut Street in San Luis Obispo. Applications received after this date will be placed on a waiting list.

**\*\*2020 COVID-19 conditions extend the application deadline to August 31, 2020.**

**PLEASE NOTE:** The reimbursement amounts will vary depending on family needs and available reimbursement funds. Reimbursements are to be used for your choice of summer childcare; however, the program will not reimburse childcare expenses provided by family members.

**All information will be kept strictly confidential.**

For additional information, contact the Administrative Assistant at 543-2021, or e-mail to [sdelgiorgio@slocea.org](mailto:sdelgiorgio@slocea.org).

**County of San Luis Obispo Summer Childcare Reimbursement Program  
Administered by San Luis Obispo County Employees Association, Inc.**

**APPLICATION FORM**

Instructions: **PLEASE PREPARE A SEPARATE APPLICATION FOR EACH ELIGIBLE CHILD.** List the name, birth date, and age of your dependent child receiving childcare paid by you and for whom you are requesting reimbursement. The child listed must be 5 years of age who has completed kindergarten through age 14 who has completed the 8<sup>th</sup> grade, or an older child with special needs or requests. A copy of your most recent federal tax return and W2 form must be attached. **All materials will be kept strictly confidential.**

Employee Name: _____ <i>Please Print Clearly</i>	
Mailing Address:	
Social Security #	Bargaining Unit (if known)
Department:	
Job Title	
Work Phone:	<b>FOR USE BY SLOCEA:</b>
Home Phone:	
Work e-mail:	
Home e-mail:	
Child's Full Name:	
Child's Age: _____	Child's School District:
Date of Birth: (____) (____) (____) Month      Day      Year	Total # of dependent children:
Childcare Provider:	
Number of weeks reimbursement needed:	
Cost per week: \$	
List any public financial assistance you receive (e.g., CalWORKs, etc.) for childcare expenses:	
Please complete this section if your family gross income has significantly changed from last year's tax return. Briefly describe the circumstances below:	

PLEASE NOTE: These reimbursements, along with any other employer provided dependent care assistance, are reportable by the County to the IRS.

**ATTACH YOUR MOST RECENT FEDERAL TAX RETURN and W2. SUBMIT APPLICATION TO SLOCEA, VIA INTER-COUNTY MAIL or U.S. MAIL TO: 1035 WALNUT STREET, SAN LUIS OBISPO CA 93401. LABEL "CONFIDENTIAL – SUMMER CHILDCARE" DEADLINE FOR SUBMITTAL: MAY 1, 2020.**