

SUMMER CHILDCARE REIMBURSEMENT PROGRAM – 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 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.

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 8th 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.
4. Family gross earnings last calendar year did not exceed \$77,235. 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.

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 Nancy Bishop at 543-2021, e-mail to nbishop@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 8th 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:	FOR USE BY SLOCEA:
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, 2018