VSEA/State of Vermont
Elder Care Cost Reimbursement Application

(Please read guidelines before completing application)

Please type or print clearly (please answer all questions)

Name of Applicant_____

Employee ID#_____ Department_____

Email Address_____

Mailing address: _____

_____

Work Phone _____

If you have applied for Elder Care Cost Reimbursement before, is this a new address? _____

….....

The amount you are requesting reimbursement for $_____ (minimum $50-maximum $300)

The name, address, date of birth and your relationship to the family member who will benefit from this grant request.

_____

_____

_____

Please provide a description of this request.

_____

_____

_____

_____

complete both sides of application -------->

VSEA/State of Vermont
Elder Care Cost Reimbursement Application

ATTACHMENTS:
Return this application with:

Documentation of expenses incurred such as, photocopy of receipts, canceled check or receipt from the person paid for the service in the format: I _____ received $_____ from _____ for _____ services. Signed and dated. **The employees name must be on all receipts.**

All application materials will be held in the strictest confidence.

I certify that the above information and the information attached are accurate.

Important Change in 2015
Due to new payroll guidelines given to the committee, the reimbursement is no longer a non-taxable grant. You will receive your reimbursement in your paycheck with taxes deducted at your payroll tax level. If you have questions about this change, please contact the payroll division.

Employee's Signature _____ Date _____

Please mail
completed applications via the U.S. Postal Service
to:
VT/VSEA Child & Elder Care Committee
P.O. Box 1452
Montpelier, VT 05601

If you have any questions, please contact one of the
VSEA/ST of VT Child & Elder Care Committee members listed below

Tina Bohl VTRANS tina.bohl@state.vt.us	Charlene Compo Human Resources charlene.compo@state.vt.us	Dave Clark dbc@gmavt.net	Margery Reurink DOC margery.reurink@state.vt.us
David Henderson Public Safety dhenders@dps.state.vt.us	Jan Walker Child Development jan.walker@ state.vt.us	Karen Mihina Administrator karenm@sover.net	

VSEA/State of Vermont

Elder Care Cost Reimbursement Application Program

What is This Program?

This program offers financial assistance to Vermont State employees for their elder care expenses. The funds are made available as a result of the labor/management agreement between the State and the VSEA. This initiative is the result of employee surveys and feedback on elder care and elder care assistance. This program is a pilot program and still being evaluated. Comments are most welcome.

What Kind of Elder Care is Eligible for Reimbursement?

Reimbursement will be available for State employees who spent at least $50 dollars for elder care for immediate family members who were aged 62 or older. Immediate family members are: spouse, civil union partner, parents, grandparents, siblings and in-laws.

Elder care items eligible for reimbursement include but are not limited to: respite care, Lifeline, home modification, ramp installation, safety bars, door widening, rental or purchase of medical equipment, transportation to medical appointment or needed medical services, housekeeping (contracted services), etc. Items not on this list will be considered by the committee. Items not eligible for reimbursement are: nursing home care, medical/dental bills, medications and hospital bills.

Who is Eligible?**

A State employee who is:

- Employed at the time of the application
- Has finished their original probation
- Scheduled to work at least 20 hours per week

**This includes limited service employees, but does not include temporary employees or contract workers

→ Please see back of page for more guidelines

How Will the Program Work?

Interested and eligible employees must first apply. After receiving the application, the committee overseeing the reimbursement fund will ensure that the application meets all guidelines. Funds will be dispersed on a first come, first served basis. All application materials will be held in the strictest confidence.

When Should I Apply?

Completed applications can be sent in any time during the year. The last date to return completed applications for the program year is no later than December 31.

When Can I Expect a Response?

Upon receipt of a complete application, the applicant will be notified. This is not an indication of an accepted application. Questions regarding the application or its status will be sent to the applicant via email or the U.S. Postal Service. All applicants will receive a response, and if approved a reimbursement check, within 2 months.

How Much Can I Expect to Get Back?

Reimbursements will be affected by the number of applicants. The maximum reimbursement per household per year has been increased to $500 before taxes beginning in July 2015.

Please mail completed applications
Postmarked no later than December 31, 2015 to:

VT / VSEA Child & Elder Care Committee
P.O. Box 1452
Montpelier, VT 05601