

**VT/VSEA**  
**Child Care Cost Reimbursement Application**  
(Limit one application per household)

Name of Applicant: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Department: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Check one:  Full-time (all of 2019)  
 Full-time (less than 12 months, but more than 6 months in 2019)  
Start date: \_\_\_\_\_  
 Part-time (number of hours worked in 2019): \_\_\_\_\_

Federal **taxable income** (after deductions) reported on your 2019 Federal Tax Return (1040 line 10).  
**Income from your civil union partner or the child's biological parent with whom you live, must be included, if applicable.** \$ \_\_\_\_\_ (max \$70,000, after deductions)

The amount you spent on work-related child care from 1/1/19 to 12/31/19: \$ \_\_\_\_\_  
(Include only expenses you have personally incurred.)

The number of children receiving child care: \_\_\_\_\_

The ages (as of 12/31/19) of the children receiving child care: \_\_\_\_\_

Name of Child Care Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Child Care Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Child Care Provider: \_\_\_\_\_

Address: \_\_\_\_\_

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail this application (and any applicable documentation from page 2), via US Postal Service to:**

VT/VSEA Child & Elder Care Committee  
PO Box 105  
Huntington, VT 05462

**NOTE: Must be postmarked by April 15, 2020 and mailed to us via the US Postal Service as noted above. Any other type of submission will not be accepted.**

## **Documentation to Include with Child Care Cost Reimbursement Application:**

- One copy of pages 1 & 2 of the 2019 Federal Tax Return showing the Federal taxable income (1040, line 10) for you and your civil union partner or your child's biological parent with whom you live.

Also, include a copy of ONE of the following:

- Receipts from your child care provider (including their name and address);  
or,  
If your provider does not issue Receipts, you can complete the attached VT/VSEA Child Care Receipt form stating the amount you spent on child care from 1/1/19 to 12/31/19.
- IRS Form 2441 or
- Cancelled checks to your child care provider

Additionally:

- If your child care provider is outside Vermont, please provide proof of registration in their state of residence.
- If your child care provider is an Approved Relative Childcare (ARCC) Provider, please provide a copy of their certification form.

Please be assured that Applications are held in the strictest of confidence.

If you have additional questions, please contact the Administrator listed below. Or, you may contact any of the VT/VSEA Child & Elder Care Committee members listed in the Guidelines on the State of Vermont website.

Dave Clark, Administrator  
Email: [VTchildelder@vsea.org](mailto:VTchildelder@vsea.org)  
(800) 287-8322

## VT/VSEA Child Care Receipt Form

If your Child Care Provider does not issue Receipts, you can use this form as a Receipt to submit with the reimbursement application.

If you used more than one Child Care Provider during 2019, you should submit a separate form for each provider.

Name of Child Care Provider:

Address of Child Care Provider:

Dates of Child Care Service Provided	Amount

I certify that the above information is accurate.

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Name (please print): \_\_\_\_\_

Provider License Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (please print): \_\_\_\_\_

# CHILD CARE COST REIMBURSEMENT GUIDELINES

## What is This Program?

The program offers financial assistance to Vermont State employees for their work-related child care expenses. The funds are made available through labor/management agreements with the State of Vermont. This initiative is the result of employee surveys and feedback on child care and child care assistance.

## What Kind of Child Care is Eligible for Reimbursement?

- Reimbursement will be available for State employees who spent at least \$300 for regular, on-going, work related child care for children aged 13 or younger (as of December 31, 2019).
- Child care must be provided by a registered or licensed Child Care Provider or an Approved Relative Childcare (ARCC) Provider. You may call the Child Development Division at 1-800-649-2642 to confirm the status of your child care provider.
- The cost of child care provided by individuals (including relatives) who do not fall into one of the approved provider categories above cannot be reimbursed.

## Who is Eligible?

- Full-time State Employees employed between January 1, 2019 and December 31, 2019
- Full-time State Employees employed for more than six (6) months, but less than twelve (12) months between January 1, 2019 and December 31, 2019 (eligible on a prorated basis)
- Part-time State Employees who have completed one thousand forty (1,040) hours of regularly scheduled work between January 1, 2019 and December 31, 2019 (eligible on a prorated basis)

## AND

- Whose 2019 Federal taxable income (after deductions) does not exceed \$70,000
- All Permanent Employees in the Executive Branch of State Government are eligible
- Applicants must be employed as of April 15, 2020

**Note:** Above categories include Limited Service Employees, but do not include Temporary Employees or Contract Workers.

## **How Does the Program Work?**

Interested and eligible employees must mail an Application to the VT/VSEA Child & Elder Care Committee. The Committee meets monthly to consider all applications submitted. Funds will be allocated within eligible Federal taxable income groups with income under \$70,000 (after deductions).

## **Are There Tax Implications?**

In accordance with Payroll guidelines, the Child Care Cost Reimbursement is no longer a non-taxable grant. Consequently, your reimbursement will be included in your paycheck and taxes will be deducted at your payroll tax level. If you have questions about this, please contact the Payroll Division.

By law, IRS guidelines and eligibility must apply. This program may not be ideal for everyone. Applicants for child care cost reimbursement who also take a child care income tax credit, may need to amend their tax statements. State employees are advised to consider their own tax status or consult with a tax advisor before applying.

## **Will this Program Affect My FSA?**

State employees who apply for a Child Care Cost Reimbursement and who also make use of a Flexible Savings Account (FSA) to pay for child care costs, should take care to properly calculate the total amount of their pre-tax income to be deposited and later withdrawn. Employees with questions about their FSA should call Employee Benefits at 1 800-828-6700, option 1, then option 3.

## **Where is the Application?**

The application form is in the Forms & Documents section of the SOV Website. An icon has been provided at the bottom of these Guidelines. You could also call the Administrator at (800) 287-8322 to request an application.

## **When Should I Apply?**

Applications, along with documentation, should be mailed via the US Postal Service, postmarked by April 15, 2020. Limit ONE application per household. **Applicants who filed an Income Tax extension should send a copy of their extension along with their reimbursement application. Applications accompanied by a tax filing extension will be held active until August 15, 2020.**

## **When Can I Expect a Response?**

All applicants will receive acknowledgement of their Application. If eligible, reimbursements will be included in a payroll check prior to the end of June in the application year. Taxes will be withheld at your payroll tax level.

## **How Much Can I Expect to Get Back?**

Reimbursements will be affected by the number of applicants. Applications will be sorted by household income. The maximum reimbursement per household, per year, could be as much as \$1,000, before taxes.

## **What is the Mailing Address?**

The application, and required documentation, must be mailed via the US Postal Service, postmarked by April 15, 2020 to the address shown. Any other type of submission will not be accepted.

**VT/VSEA Child & Elder Care Committee**  
**PO Box 105**  
**Huntington, VT 05462**

Be sure to include any necessary documentation (see page 2 of the application) and a copy of your Income Tax extension, if applicable.

Members of the VT/VSEA Child & Elder Care Committee:

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