



## CHILDCARE ASSISTANCE PROGRAM

JNCS understands that reliable childcare is essential to our community, yet difficult to access and costly to maintain. As a core value of our mission, we believe all people deserve quality support to live their “best life.” We want to assist employees with this need.

Effective July 1, 2022, both full-time and part-time employees are eligible for the Childcare Assistance Program (MINORS ONLY). JNCS offers all eligible full-time employees up to \$250.00 reimbursement toward your monthly childcare expenses, not to exceed \$2,000.00 per year. Part-time employees receive up to \$150.00 reimbursement toward your monthly childcare expenses, not to exceed \$1,200.00 per year. **Employees who have completed their first thirty-days of their employment, are in good standing and is pre-approved by the Benefits Specialist by completing the Childcare Assistance Reimbursement Request form, are eligible for this benefit.**

### Requirements for Reimbursement:

- 1) Employees can submit a request for reimbursement at the end of each month by completing the Childcare Assistance Reimbursement Request form.
- 2) Provide a copy of payment receipt or a check written to either a childcare facility or an individual caretaker for childcare services.
- 3) If payment is a personal check there should be a note in the memo section specifying “Childcare Payment.”
- 4) For childcare provider to be considered reimbursable, the provider may *not* be a parent or legal guardian.
- 5) All reimbursement requests must be within 2 months of incurred expense.

We want to support individual choice in accessing childcare and with that we trust in you to provide accurate and honest information. Jay Nolan Community Services reserves the right to deny or revoke reimbursement for insufficient or inaccurate documentation. Jay Nolan Community Services also reserves the right to alter or terminate this benefit offering at any time.



## CHILDCARE ASSISTANCE REIMBURSEMENT REQUEST

This form is to be used for requesting childcare assistance reimbursement. Employees can submit a request for reimbursement at the end of each month by completing this form. Provide a copy of payment receipt or a check written to either a childcare facility or an individual caretaker for childcare services. If payment is a personal check there should be a note in the memo section specifying "Childcare Payment." All reimbursement requests must be within 2 months of incurred expense.

Full-time employees are eligible up to \$250.00 reimbursement toward your monthly childcare expenses, not to exceed \$2,000.00 per year. Part-time employees are eligible up to \$150.00 reimbursement toward your monthly childcare expenses, not to exceed \$1,200.00 per year.

**Employees, who have completed this form and their first thirty days of their employment are in good standing/pre-approved, are eligible for this benefit.**

Name: \_\_\_\_\_

Department #: \_\_\_\_\_

Childcare Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Dollar Amount: \_\_\_\_\_ (Up to \$150.00 for part-time and \$250.00 for full-time)

**(Copy of payment receipt must be attached)**

APPROVED: \_\_\_\_\_

NOT APPROVED: \_\_\_\_\_

HR Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Benefits Specialist Signature: \_\_\_\_\_

Date: \_\_\_\_\_