

# Emergency SEIU, Local 500, Child Care Reimbursement Form



Office of Employee Engagement and Labor Relations  
 MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
 Rockville, Maryland 20850

MCPS Form 441-1  
 May 2018  
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## INSTRUCTIONS

Please see Page 2 for instructions on completing this form.

## EMPLOYEE INFORMATION

Are you a Bargaining Unit Member of SEIU Local?  Yes  No

MCPS Employee ID# \_\_\_\_\_ Telephone: Primary \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_

## REGULAR CHILD CARE PROVIDER INFORMATION

Child Care Provider Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Primary \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail Address \_\_\_\_\_

Child Care License number and State (if available) \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## EMERGENCY CHILD CARE PROVIDER INFORMATION

Child Care Provider Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Primary \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Website \_\_\_\_\_

Child Care License number and State (REQUIRED) \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## EMERGENCY CHILD CARE REIMBURSEMENT INFORMATION

CHILD'S NAME	REASON FOR EMERGENCY CHILD CARE (SEE REASON CODES BELOW)	AGE	DATES EMERGENCY CHILD CARE WAS USED	NUMBER OF DAYS
<b>Reason Codes:</b> <b>A</b> – Child Illness <b>B</b> – Regular Child Care Provider Illness <b>C</b> – Emergency School Closure <b>D</b> – Emergency Regular Child Care Provider Closure <b>E</b> – Scheduled Regular Child Care Provider Closure (you must be required to pay for child care, despite closure. Reason E does not apply to school age children.) <b>F</b> – Other (please describe)				Total days requested  Amount of reimbursement (\$50.00 maximum per child per day)

## SIGNATURES

I certify that all of the information I provided on this form and in any accompanying document is true, complete, and correct to the best of my knowledge and belief. I also authorize MCPS to contact my regular child care provider to confirm child enrollment status.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## MCPS Emergency Child Care Fund

Article 35 (J) Employee Rights, of the Agreement Between SEIU Local 500, CTW and the Board of Education of Montgomery County, for the School Years 2018–2020, established an Emergency Child Care Fund for the benefit of MCPS employees covered under the Agreement to reimburse employees for part or all of the cost of emergency child care arrangements, under rules agreed to by the parties. The goal of the emergency child care fund is to assist working parents/guardians at MCPS who are dealing with an emergency break in their regular child care arrangements. The fund is meant to help employees covered under the SEIU Agreement continue working during these small breaks of care by ensuring that your child is in a safe and appropriate child care situation.

### Who can use the fund?

Bargaining Unit Members of SEIU Local may use the emergency child care fund. In order to be eligible for an emergency care reimbursement/voucher, members must be scheduled to work that day and must show up for work. This fund also may be used during summer work if the member is performing a like job or if a member is a 12 month employee.

### What is considered emergency child care?

The Emergency Child Care Fund is intended to support SEIU, Local 500 staff members dealing with an emergency break in their regular child care arrangements or in situations when regular child care they have already paid for is unavailable. SEIU Local 500 eligible parents/guardians may request a reimbursement/voucher for up to, but not exceeding, 5 days in a fiscal year (July 1–June 30) per child. Parents/guardians cannot seek reimbursement/vouchers for more than 15 days per year, regardless of the number of children they may have. Availability of funding may impact availability of benefit. *Also, please note that for school age children, summer days, and regularly scheduled holidays/in-service days are not considered emergency breaks in care. Emergency snow days are covered. Temporary Part Time hours worked by bargaining unit members and voluntary overtime hours are not eligible, except with director approval. For students who are not school age, provider vacation days or other related closures are only covered if the days are paid for as part of child care fees. If a provider prorated their fees for these days, reimbursement may not be provided.*

### Which children are eligible?

Supporting services staff members must be the legal parent/guardian of the minor child, age 13 or under\*, in order to request reimbursement/voucher for care. Parents/guardians may request reimbursement/vouchers for more than one child.

*\*Children receiving special education services are eligible through age 21.*

### Which child care providers are eligible to provide emergency care?

In order to be considered eligible to participate in the program, a child care provider or a child care center must have a valid license to provide child care in their state. If possible, eligible employees are encouraged to register their child care information with MCPS to create a database of qualified child care providers that will benefit other MCPS parents/guardians.

### Why are you asking for my regular child care arrangement?

By providing your regular child arrangement information, MCPS can verify that the reimbursement/voucher for child care falls within the funds parameters. Regular child care is defined as your typical child care arrangement, such as a center, home day care, informal familial arrangement, etc. You should include the full name of the provider/center, a phone number and, where applicable, an email address.

### Reimbursement

Please attach proof of payment, as well as an invoice for care. Forms and accompanying paperwork must be turned in within 10 duty days of care. (If care occurred between January 1 to June 1, 2018, forms will be accepted until June 29, 2018).

### Important Notes:

- 1. Tax Implications:** If you currently use a Flexible Spending Account or FSA to pay for your child care costs, there could be tax implications for using the Emergency Child Care Fund. If you use an FSA for your child care costs, please contact your tax preparer for more information on how this fund could impact your income tax.
- 2. Proof of Work/Child Care payments:** MCPS reserves the right to require that you provide documentation showing that you worked during the day in question. **You also may be required to provide documentation that shows you have made a double payment for child care during your child care emergency.**
- 3. Provider Outreach:** Your child care provider can begin the process of pre-registering with MCPS by completing this form: <http://bit.ly/MCPSchildcare18>
- 4.** MCPS does not accept any responsibility or liability as to the licensing or state approval of the child care centers that are listed on this form, or the care provided or reimbursed.

### Return this form to:

Office of Employee Engagement and Labor Relations  
Emergency Child Care  
850 Hungerford Drive, Room 55  
Rockville, Maryland 20850  
**or**  
e-mail it to [emergencycc@mcpsmd.org](mailto:emergencycc@mcpsmd.org)