



## **How to File a Claim**

To receive reimbursement for eligible expenses, mail **OR** fax (not both) a completed form along with IRS- required documentation of the expense which must include all of the following:

1. Date of service/purchase
2. Name of provider of service

## **Dependent Care Expenses**

1. After completing the Request for Reimbursement Form, attach a copy of the bill showing the provider's name, period of service, and the amount you are responsible for paying. Childcare expenses may be submitted for children up to the age of 13.
2. Third party verification is required; therefore, cancelled checks and/or check copies may not be used as documentation. If your daycare provider does not provide documentation, you may provide the information on the front of our request form. If they do not provide you with their own form of documentation, your daycare provider must sign the front of the request form where indicated each time you submit a claim (photocopied signatures are not accepted)
3. Please retain originals of the bills/forms submitted for your personal tax records.

## **Eligible**

- Care for dependents (under age 13) of gainfully employed guardians
- Care for dependents who are mentally or physically incapable of self-care
- Baby-sitter, Daycare Provider, Home care provider
- Licensed daycare centers caring for more than 6 non-resident people
- Daycare centers caring for less than 6 non-resident people
- Daytime camps or training programs
- Pre-School
- All Latch Key Programs

## **Ineligible**

- Educational programs for dependents
- Care provided by person(s) claimed as a dependent on your, or your spouse's tax return
- Care Provided by child/stepchild under the age of 19 at the end of the plan year
- Cost of food, clothing, entertainment unless costs are incidental to care and cannot be separated from cost
- Care provided by someone not reporting their daycare income
- Overnight camps and transportation
- Field Trips