

Academic Student Employee (ASE) and Graduate Student Research Employees (GSR) Child Care/DepCare Programs Factsheet

	ASE Only Child Care Reimbursement Program	ASE/GSR Dependent Care Flexible Spending Account Program
Program Overview	The child care reimbursement will be paid as taxable earnings to the ASE. An eligible ASE may receive up to \$300 per quarter or \$450 per semester for expenses incurred during the ASE's appointment period during the regular academic year. (Summer is not an eligible term for reimbursement).	The Dependent Care Reimbursement Account allows you to pay for eligible dependent care expenses on a pretax, salary reduction basis. Dependents can be either children or adults. You must contribute a minimum of \$180 per year and an annual maximum of \$5,000.
Eligibility	An ASE is a registered student with at least a 25 percent ASE appointment who has (a) qualified dependent(s). For the purposes of this program qualified dependents are non-school age children in the custody of the ASE.	An ASE or GSR who has an appointment type with at least a 43.75 percent appointment.
Is Enrollment Required?	No	Yes, you must complete an enrollment form (UPAY 919—ASE/GSR).
Which Expenses Are Eligible	Expenses paid to a child care provider with a valid tax I.D. or Social Security number	Dependent care expenses must meet the statutory requirements of IRC §21 and §129. A partial list is available in the Summary Plan Description booklet.
Reimbursement Process	After the expenses have been incurred, reimbursement requests should be submitted via the UBEN 254 form based on campus specified deadlines but no later than the last day of the following term. Once a UBEN 254 is submitted, the hiring department personnel office certifies that the form is complete, that employee has/had an appropriate appointment and that the applicable documentation is attached.	Submit claim form with receipts to CONEXIS after expenses have been incurred, carrier sends you a reimbursement payment either by direct deposit to your bank account or by check.
Important Facts	The ASE must certify on the reimbursement form that the expenses are not being claimed under both the Child Care Reimbursement and Dependent Care Programs.	It's important that you estimate your dependent care expenses carefully. You forfeit any contributions you can't claim for the plan year.