

University of California



Academic Student Employee (ASE) Child Care Reimbursement Program For UAW-represented Student Employees Factsheet

University of California Academic Student Employees (ASE) represented by the United Auto Workers (UAW) are eligible for reimbursement of some child-care expenses through a program established in Article 4 of the collective bargaining agreement between UC and the UAW. The program described below is effective beginning December 3, 2010.

Program Overview

Each eligible ASE may receive up to \$600 per quarter or \$900 per semester for expenses incurred during the ASE's appointment period during the regular academic year. An employee must have a valid ASE appointment for a minimum of 25 percent time for the duration of the term for which reimbursement is submitted.

In addition, an ASE who meets the standard eligibility criteria for a summer session appointment can be reimbursed up to \$600 for eligible expenses incurred during the summer session terms. The \$600 maximum applies regardless of the number of summer terms an ASE may work in a calendar year. To be eligible for reimbursement during the summer term, the ASE must also be a registered student in the regular academic terms preceding and following the summer session appointment.

Eligibility

An eligible 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.

Reimbursement Process

The child-care reimbursement is paid through payroll as taxable earnings to the ASE. At end of a quarter or a semester, or when the maximum reimbursement amount has been reached during the term, the ASE completes a *Academic Student Employee (ASE) Child Care Reimbursement* form (UBEN 254)

and submits it with applicable child care provider receipt(s) to his/her hiring departmental personnel officer. The UBEN 254 form is available on At Your Service (atyourservice.ucop.edu) under "Forms and Publications."

Submitting a Reimbursement Form

Reimbursement requests for expenses must be submitted after the expenses are 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.

The ASE will be required to certify on the reimbursement form that the expense is not being claimed under both the ASE Child Care Reimbursement and the ASE Dependent Care programs.

Once a UBEN 254 is submitted, the hiring department personnel office certifies that the form is complete, that the employee has/had an appropriate appointment as an ASE and that the applicable documentation is attached.

Note: Two ASE employees may not each claim the credit for the same provider care for an eligible child unless the provider care exceeded the term dollar limit of \$600 per quarter or \$900 per semester. The second ASE employee may claim the additional expense reimbursement. For example, if the reimbursable amount for child-care totals \$1,100 in the academic year, the first ASE may claim \$900 and the second ASE may claim \$200.

An ASE employee who is eligible for the ASE Dependent Care program cannot submit receipts for the same expense for both ASE Child Care Reimbursement and ASE Dependent Care program.

The reimbursement will usually be in the same form as the ASE normally receives pay, i.e. check or electronic deposit. If an ASE is no longer actively employed at the time of the reimbursement, then a paper check will be issued.

Questions and Answers

1. How are 'non-school age children' defined? What is the age limit for non-school age children?

A qualified dependent is defined according to the California Department of Education under which school districts must admit children if they will be five years of age on or before December 2 of the school year. Only children under the age of five on or before December 2 qualify for the program.

2. How is applicable child care provider defined?

The child care provider must have a valid tax I.D. or Social Security number. If the center cares for six or more dependents who are not residents, it must comply with all state and local licensing laws and applicable regulations. Child care provided by the spouse, a child of the ASE under age 19, or someone else the ASE claims as a dependent for tax purposes is not reimbursable.

3. How will the reimbursement be taxed?

Federal tax will be at 25 percent, state tax at 6 percent. Defined Contribution Plan contributions and Medicare tax will be deducted, if applicable.

4. How will I receive my reimbursement?

The reimbursement will be processed through the payroll department and will be provided in the same manner in which you usually receive payment, either direct deposit or a paper check. If the reimbursement is processed more than 30 days after an ASE no longer has an active appointment, then the reimbursement will probably be via a paper check.

5. Will the \$5,000 ASE Dependent Care limit be reduced by amounts reimbursed under the ASE Child Care Reimbursement program?

ASE members may participate in both child care reimbursement programs. Because the reimbursements paid to the ASE members under the ASE Child Care Program will be treated as additional wages, such reimbursements will not reduce the maximum pre-tax amount that can be deducted from the employee's paycheck under the ASE Dependent Care program.

6. Why is the child care reimbursement taxable?

The ASE Child Care Reimbursement Program does not meet IRC dependent care assistance program requirements as a nontaxable program; therefore, the reimbursements under this program are treated by the IRS as additional wage income.

7. Can I claim the child care credit on my tax form?

Potentially yes. Even though the reimbursements received under the ASE Child Care Reimbursement Program represent taxable wages to the employees, the amounts paid by the ASE employees for child care services may be eligible for the "dependent care services" tax credit set forth in Section 21 of the Internal Revenue Code.

The amount of the dependent care services tax credit that can be claimed depends on the individual's adjusted gross income and cannot exceed \$3,000 for one child or \$6,000 for two or more children in any single tax year. The dependent care services tax credit is subject to a number of different requirements. More information is available in IRS Publication 503, which can be found on the IRS website at <http://www.irs.gov/formspubs/lists/0,,id=97819,00.html>

You should consult with your tax advisor in determining whether you are eligible to claim this credit.

8. How is a 25 percent appointment defined for purposes of this program?

An ASE must be appointed so that over the term of the appointment the average time is at least 25 percent. An ASE might be appointed for 50 percent time for one-half of the term, which would result in the average over the term being 25 percent.

9. Will the child care reimbursement affect my eligibility for financial aid?

It is possible that the child care reimbursement might impact eligibility for financial aid. It is the responsibility of the ASE to inform the appropriate agencies and offices of the child care reimbursement.


10. Who is responsible for processing the *Academic Student Employee (ASE) Child Care Reimbursement form (UBEN 254)*?

The hiring department will be responsible unless another department or unit has been designated by the campus. If so, the hiring department should inform the ASE when the form is submitted.

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