



Child Care Reimbursement Claim Form NYC Health + Hospitals

Frequently Asked Questions (FAQ's)

1. Who qualifies as a childcare Caregiver?

Caregiver Can Be		
Family Member	Babysitter / Nanny	Au Pair
Nursery School	Pre-School	Recreational Day Camp
Before School Program	After School Program	Childcare Programs below Kindergarten
Housekeeper / Maid / Cook	Childcare at home or another's person house	Childcare Facility

2. What about the costs of camp?

Overnight camp is not reimbursable; recreational day camp is reimbursable.

3. Up to what age can I receive reimbursement?

You can receive a reimbursement up to the age 13.

4. How much can I be reimbursed?

Each household can be reimbursed up to \$5,000.

5. What do I need to do to be reimbursed?

You must submit a Child Care Reimbursement Claim Form found [here](#)

6. What is the timeframe to submit an application?

There is a one year limitation from the service date rendered.

7. When will reimbursement claims be paid?

The processing time is 4 to 6 weeks.

8. What must I submit with the reimbursement form?

- Member ID (found on Davis Vision card).
- Home address, telephone number, hospital and email address.
- Name of child care provider, address, telephone number.
- Name of child and date of birth (child must be under 13 years old when the care was provided).
- Birth certificate for child or first page of the most recent IRS Form 1040 (unless already provided).
- Married certificate or first page of the most recent IRS Form 1040 (unless already provided).
- Proof of payment in the form of a cash receipt, invoice showing payment, cancelled check(s) or credit card statement.
- Date of purchase must be on receipt(s).
- If the Caregiver is a Day Care Center that provides care for more than six (6) children, the receipt must include the Caregiver's state and license number.
- If the childcare provider is a family member, housekeeper/maid/cook, babysitter, nanny, Au Pair, or childcare given by someone at home or in another person's home, a Social Security is required and must be provided.

9. **If I rotate to a non-NYC H+H hospital and switch to the rotation hospital's payroll, will I still be eligible for the ChildCare Reimbursement Benefit?**

You can only receive reimbursement if you are on NYC H+H payroll.

10. **My spouse and I work for different NYC H+H hospitals. Can we both apply for the reimbursement?**

No, the Plan provides reimbursement per household per calendar year.

11. **We have two children. Can we be reimbursed for each child's care?**

It doesn't matter on the number of children you have, the reimbursement is determined per household per calendar year.