

Academic Student Employee (ASE)/Graduate Student Researcher (GSR)  
Childcare Reimbursement Program  
Administrative Q & A's

1. What is the reimbursement amount?

***\$1,100/ quarter or \$1,650/semester***

2. Who is funding the GSR reimbursement costs?

***A central campus pool will cover the costs for the first two years through June 30, 2015. Subsequent years to be determined.***

3. Will hiring units be required to verify the age of the child? Does a birth certificate need to be submitted?

***The ASE/GSR will certify the age of the child on the reimbursement request form. Under this program, the eligible dependent shall include children in the custody of the ASE, who are age 12 or under, on July 1.***

4. If an ase/gsr becomes academically ineligible after having received reimbursement during a term, will repayment be required?

***No, if the ASE/GSR was eligible when the child care coverage was provided, repayment will not be required.***

5. How is an applicable child care provider defined?

***The child care provider must be licensed with a valid tax ID 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 19, a friend or relative living in the same household as the Academic Student Employee or someone else the ASE claims as a dependent for tax purposes is not reimbursable.***

6. If two ASEs/GSRs are both eligible to claim the child care reimbursement, does that mean that the maximum total reimbursable per household is \$2,700?

***NO, each individual is entitled up to \$1,100/quarter or \$1,350/semester. However, the same child care service for the same period can only be claimed once. Each ASE/GSR must submit a reimbursement form. For example, if the child care cost was \$1,000 during the Fall term, the first ASE/GSR could claim \$1,000, and the second could claim the additional \$100.***

7. If a student is hired as an ase 25% and gsr 25%, is he/she eligible for reimbursement under each appointment for the same period?

***NO, the student is only eligible for one benefit for a total of \$1,100/quarter or \$1,350/semester***

8. Are ASEs/GSRs eligible for reimbursement for summer?

**Yes, up to \$1,100.**

9. Can reimbursement be paid through payroll if the student employee has been terminated?

**Yes, payment can be made through an [Off-cycle request](#) or [One-time payment](#) via [UCPath](#).**

10. Can a terminated employee receive an electronic deposit?

***Generally, Direct Deposit is not canceled until about one month after an employee is separated. If reimbursement is made within that period of time, the ASE/GSR will receive a direct deposit; otherwise, a paper check will be issued.***

11. How will the reimbursement be taxed?

***The reimbursement will be subject to Federal tax withholding at 25% and State tax withholding at 6%. Defined Contribution Plan (DCP) and Medicare will be deducted if applicable. Reference: Federal Regulations 31.3403(g)-1.***

12. How is a 25% appointment defined for purposes of this program?

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

13. Are non-19900 funds eligible for reimbursement?

**Click [here](#) for more details.**