What You Need to Submit for Dependent Care Expenses

This one page guide gives you all the information you need to know in order for Benefit Coordinators Corporation (BCC) to process your dependent care claim.

BCC NEEDS THE FOLLOWING TO PROCESS YOUR CLAIM:

1. A completed Request for Reimbursement Form, including the total amount you're claiming, your signature and the date.
2. Supporting documents (below are the guidelines for acceptable documentation)

CLAIMS SUBMITTED WITHOUT THE REQUIRED DOCUMENTATION WILL BE DENIED

Dependent Care Documentation must show:

1. Name of dependent(s)
2. Beginning and ending dates of service
3. Name of service provider
4. Provider tax ID number (health care facilities) or social security number (individual service providers)
5. Amount incurred
6. The signature of an individual childcare provider

Do NOT submit:

- Copies of checks or canceled checks (copies of canceled checks are acceptable as long as both the front AND back of the canceled check are copied)
- Balance forward statements
- Credit card statements
- Estimates for services to be performed

PLEASE NOTE:

1. Reimbursement requests received incomplete or without proper documentation will be returned unprocessed.
2. You may only be reimbursed for current or previous dependent care expenses.
3. Keep originals for your records. Supporting documents become part of your claim and will not be returned.
4. Reimbursements will be sent to your home address unless the direct deposit feature is available under your Flexible Benefits Plan and is requested.
5. Cash register receipts and credit card receipts ARE acceptable, provided that they are detailed and the employee's request form is itemized.

Additional Dependent Care information:

"Dependent Care" is defined as the daycare provided to a child or children under the age of 13, or to a dependent of any age, including your spouse, who is physically or mentally incapable of caring for him or herself.

An eligible participant is:

1. a single working parent, or
2. a working parent whose spouse is also working, or whose spouse is a full-time student or is disabled.

- Eligible care is that which is provided in a home (e.g., yours or the provider's) or in a dependent care facility that complies with all state and local regulations. It may not be an overnight camp or residential facility.
- Expenses that are NOT eligible include the cost of educational programs, registration fees, fees for field trips, food, supplies, before- and after-school activities such as athletic programs, private tuition (including Kindergarten), overnight camp, and services provided by centers whose primary function is not child care (e.g., aquatic centers).
- The total amount claimed under the Plan for any coverage period must NOT exceed the lesser of your earned income for the plan year or the earned income of your spouse. If your spouse is either a full-time student or is incapable of taking care of him or herself, then he or she is deemed to have monthly earnings of $250 if there is one child or dependent, and $500 if there are two or more children.