

Chapter 16: Childcare Reimbursement

Academic Student Employees

Effective July 1, 2008, a system-wide child care reimbursement policy was established to reimburse ASEs appointed at 25% time or more who have (a) qualified dependent(s). As of October 1, 2018, each ASE shall receive up to \$1100 per quarter for expenses incurred during the ASE's appointment period during the academic year and a maximum reimbursement of \$1100 for all of Summer Session.

The Child Care Reimbursement form must be submitted by the student to the hiring department together with appropriate receipts and documentation no later than the last day of the following term.

Reimbursement Procedure

The Child Care Reimbursement Form should be kept by the student's hiring department in the student's employment file for ASE's, and kept by the student's academic home department/program in the student's employment file for GSR's. The student should be notified once the reimbursement has been processed.

[Form and Fact Sheet can be found on the Division of Graduate Education and Postdoctoral Affairs website.](#)

See also: [Common Scenarios to Navigate in UCPath](#)

Graduate Student Researchers

Effective Fall 2013, students employed as Graduate Student Researchers (GSRs) at 25% time for an entire quarter will be eligible for reimbursement of qualifying childcare expenses. As of October 1, 2018, each eligible GSR shall receive up to \$1100 per quarter for expenses incurred during the GSR's appointment period. In addition, GSRs appointed at 25% or more during the summer will also be eligible for up to a maximum reimbursement of \$1100.

The academic home department/program covers the cost of GSR child care reimbursements in terms of setting up the payment; thus, the payment should be set up on a home department index. The academic home department/program will be subsequently reimbursed by the relevant VC office from discretionary campus funds.

The Child Care Reimbursement form must be submitted by the student to the hiring department together with appropriate receipts and documentation no later than the last day of the following term.

Reimbursement Procedure

For Graduate Student Researcher (GSR) appointments the student's academic home department/program will be responsible for processing the Child Care Reimbursement forms (as opposed to the hiring department in the case of ASE Program).

The Child Care Reimbursement Form should be kept by the student's hiring department in the student's employment file for ASE's, and kept by the student's academic home department/program in the student's employment file for GSR's. The student should be notified once the reimbursement has been processed.

[Form and Fact Sheet can be found on the Division of Graduate Education and Postdoctoral Affairs website.](#)

[GSR Child Care Reimbursement Program FAQ](#)

See also: [Common Scenarios to Navigate in UCPath](#)

Research Fellows

Effective Fall 2018, students supported by fellowship/traineeship funds at the equivalent of a Graduate Student Reader for at least 25% time plus resident tuition and fees will be eligible for reimbursement of qualifying childcare expenses up to a maximum of \$1100 per quarter.

The Child Care Reimbursement form must be submitted by the student to the hiring department together with appropriate receipts and documentation no later than the last day of the following term.

Reimbursement Procedure

Students will be reimbursed by departments and programs using the same procedures used for stipend payments through the Division of Graduate Education and Postdoctoral Affairs. The Fellow/Trainees's academic home department will be responsible for providing all required forms, records, and receipts to the Division of Graduate Education and Postdoctoral Affairs.

[Form and Fact Sheet can be found on the Division of Graduate Education and Postdoctoral Affairs website.](#)

See also: [Common Scenarios to Navigate in UCPATH](#)

[Back to Chapter 15](#)

[Graduate Student Employment Policy & Procedures](#)

[Forward to Chapter 17](#)