

Dependent Care Accounts

Faculty and staff with young children or who provide care for elderly or disabled dependents can set aside monthly allotments on a pretax basis to pay for child and elderly care services. Dependent Care expenses are subject to IRS Rules and Regulations. To be eligible to participate in the Dependent Care Account both the employee and spouse must be working, or the spouse must be a full-time student or disabled. Reimbursed expenses cannot be claimed for income tax purposes.

Full-time and newly hired employees are eligible to participate in the Dependent Care Account. Changes to dependent care accounts are subject to qualifying events established by IRS Rules and Regulations. Employees cannot change the amounts of their dependent care account elections or any sheltered insurance premiums unless a qualifying event is present.

Eligible expenses consist of child (day) care services inside the employee's home or someone else's home, charges by a licensed day care facility, adult day care in the employee's home or someone else's home, and expenses for summer day camp. Ineligible expenses consist of deposits, registration fees, activity fees, books, t-shirts or supplies, tuition, meals, diapers, transportation fees, learning disability schools, and kindergarten tuition and fees.

Employees must submit a claim for reimbursement of dependent care expenses. Reimbursements will be made for each claim up to the amount that is in the employees account. Expenses must be incurred before they can be reimbursed. The Office of Group Benefits offers employees a Recurring Expense Service. This service pre-certifies regular recurring dependent care expenses so that employees do not have to maintain receipts and complete claim forms.

Employees must re-enroll in the Dependent Care Account every year during April open enrollment.