Dependent Care Assistance Program (DeCAP)

2) EMPLOYEE (PARTICIPANT) INFORMATION (PLEASE TYPE OR PRINT CLEARLY)

LAST NAME	FIRST NAME	MI.	SOCIAL SECURITY NUMBER

HOME ADDRESS - NUMBER AND STREET ☐ *CHECK HERE IF THIS IS A NEW ADDRESS*	APT. NO.

CITY	STATE	ZIP CODE

HOME OR CELL (DAYTIME) PHONE NUMBER	WORK PHONE NUMBER	AGENCY NAME (NOT DIVISION)
( ) -	( ) -	

3) DeCAP REIMBURSEMENT REQUESTS

Please read "Instructions and Important Information" on the reverse side before completing this form and refer to your enrollment information for DeCAP rules and regulations. If the service was provided for more than one day, show the beginning date and the ending date.

1

DEPENDENT LAST NAME	DEPENDENT FIRST NAME	MI.

DATE(S) OF SERVICE (MM/DD/YY) FROM _____/_____/_____ TO _____/_____/_____	TYPE OF SERVICE	REIMBURSEMENT AMOUNT REQUESTED $

PROVIDER'S NAME	PROVIDER'S FEDERAL TAX I.D. OR SS NUMBER

PROVIDER'S ADDRESS - NUMBER AND STREET	APT. NO.

CITY	STATE	ZIP CODE

I HAVE PROVIDED CARE FOR THE DEPENDENT LISTED ABOVE AND HAVE RECEIVED PAYMENT IN THE AMOUNT LISTED ABOVE. PROVIDER'S SIGNATURE	DATE _____/_____/_____

2

DEPENDENT LAST NAME	DEPENDENT FIRST NAME	MI.

DATE(S) OF SERVICE (MM/DD/YY) FROM _____/_____/_____ TO _____/_____/_____	TYPE OF SERVICE	REIMBURSEMENT AMOUNT REQUESTED $

PROVIDER'S NAME	PROVIDER'S FEDERAL TAX I.D. OR SS NUMBER

PROVIDER'S ADDRESS - NUMBER AND STREET	APT. NO.

CITY	STATE	ZIP CODE

I HAVE PROVIDED CARE FOR THE DEPENDENT LISTED ABOVE AND HAVE RECEIVED PAYMENT IN THE AMOUNT LISTED ABOVE. PROVIDER'S SIGNATURE	DATE _____/_____/_____

3

DEPENDENT LAST NAME	DEPENDENT FIRST NAME	MI.

DATE(S) OF SERVICE (MM/DD/YY) FROM _____/_____/_____ TO _____/_____/_____	TYPE OF SERVICE	REIMBURSEMENT AMOUNT REQUESTED $

PROVIDER'S NAME	PROVIDER'S FEDERAL TAX I.D. OR SS NUMBER

PROVIDER'S ADDRESS - NUMBER AND STREET	APT. NO.

CITY	STATE	ZIP CODE

I HAVE PROVIDED CARE FOR THE DEPENDENT LISTED ABOVE AND HAVE RECEIVED PAYMENT IN THE AMOUNT LISTED ABOVE. PROVIDER'S SIGNATURE	DATE _____/_____/_____

TOTAL REIMBURSEMENT AMOUNT REQUESTED (1+2+3) $_____

4) EMPLOYEE (PARTICIPANT) SIGNATURE

The above is a true and accurate statement of unreimbursed dependent care expenses incurred by me for my eligible dependent(s) on the date(s) indicated. I understand that expenses reimbursed herein cannot be claimed on my or anyone else's Federal Income Tax return. All claims submitted by me comply with the rules and definitions as set forth on the reverse side of this form. I understand that the Internal Revenue Code and DeCAP Plan Document are the final authority in determining eligible expenses.

Signature _____ **Date** _____/_____/_____

The Dependent Care Assistance Program is a division of the Office of Labor Relations' Tax-Favored Benefits Program

DEPENDENT CARE ASSISTANCE PROGRAM (DeCAP)
CLAIMS FORM

Bowling Green Station, P.O. Box 707, New York, NY 10274
Tel: (212) 306-7760 TTY: (212) 306-7629 nyc.gov/fsa

DeCAP

1) INSTRUCTIONS AND IMPORTANT INFORMATION

1. A "Plan Year" is the calendar year, or for a newly eligible employee, any remaining portion thereof.

2. Reimbursements can only be made for expenses resulting from services provided in the applicable Plan Year. However, if services provided begin in one Plan Year and end in the next Plan Year, a claims form for each Plan Year is required. No reimbursement can be made prior to services being performed.

3. You may submit claims once a month, however, only claims received by the close of the month will be processed for that month. Once your claims are approved, you will receive reimbursement at the end of the following month.

4. The deadline to submit claims is the last day of the Plan Year (December 31st). You should submit your claims in a timely fashion. However, there is a Claims Run-Out Period until February 28th following the close of the Plan Year to submit claims for services provided during the previous Plan Year. Claims received after February 28th will **not** be processed.

5. **Any unclaimed year-end balance in your account will not be carried to the next Plan Year and will be forfeited.**

6. Dependent care reimbursement requests must be signed by your service provider with his/her name, address, and Federal Tax ID Number or Social Security Number. Requests will not be processed without this information.

7. **Definitions**:

   a) **Eligible Employment-Related Dependent Care Expenses**: Services which are provided to enable you and your spouse, if married, to remain employed or attend school full-time and which are related to the care of one or more dependent care recipients (including household services related to such care). Services may be provided within or outside your home. If your spouse is not employed, dependent care expenses are eligible for reimbursement only if your spouse is incapacitated or a full-time student. Benefits for eligible employment-related dependent care expenses may not be more than your and your spouse's earned income. A spouse who is self-employed must provide a description of occupation on letterhead stationery; or without letterhead stationery, notarization is required.

   b) **Dependent Care Recipient**: Any dependent claimed on your tax return who lives with you for more than half of the year in the Plan Year and is either: (i) a child (son, daughter, stepson, or stepdaughter) under age thirteen (13); (ii) a dependent (such as your handicapped child of any age) or spouse who is physically or mentally incapable of caring for himself/herself; or (iii) any other dependent whose gross income for the Plan Year is less than the IRS maximum annual salary.

   c) **Qualifying Caregiver**: A person performing eligible employment-related dependent care services who is (i) not your dependent; (ii) not your spouse; or (iii) not your child or your spouse's child unless he/she has attained the age of nineteen (19) at the close of the Plan Year in which the services were provided.

   d) **Qualifying Day Care Center**: Care at licensed nursery schools, pre-schools, day camps (not overnight camps), and child or adult care centers which provide day care. The day care center must: (i) comply with all applicable laws and regulations of the state, city, town, or village in which it is located; (ii) provide care for more than six (6) individuals (other than individuals who reside at the day care center); and (iii) receive a fee, payment, or grant from any individual to whom it provides services (regardless of whether facility is operated for a profit).

8. Be sure to sign and date this form. Return your completed form to the address shown above. You may obtain additional claims forms on the FSA website at nyc.gov/fsa