

## Dependent Care Assistance Program (DeCAP)

### 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.

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

LAST NAME		FIRST NAME		MI.	SOCIAL SECURITY NUMBER	
HOME ADDRESS - NUMBER AND STREET <input type="checkbox"/> CHECK HERE IF THIS IS A NEW ADDRESS						APT. NO.
CITY		STATE	ZIP CODE	EMAIL ADDRESS		
HOME OR CELL (DAYTIME) PHONE NUMBER ( ) -		WORK PHONE NUMBER ( ) -		AGENCY NAME (NOT DIVISION)		

<b>1</b> DEPENDENT LAST NAME		DEPENDENT FIRST NAME		MI.
ALL DATE(S) OF SERVICE MUST BE PRIOR TO THE DATE THIS FORM WAS SIGNED BY THE PARTICIPANT.				
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	
I HAVE PROVIDED CARE FOR THE DEPENDENT LISTED ABOVE AND HAVE RECEIVED PAYMENT IN THE AMOUNT LISTED ABOVE.				DATE ____/____/____
PROVIDER'S SIGNATURE				

<b>2</b> DEPENDENT LAST NAME		DEPENDENT FIRST NAME		MI.
ALL DATE(S) OF SERVICE MUST BE PRIOR TO THE DATE THIS FORM WAS SIGNED BY THE PARTICIPANT.				
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	
I HAVE PROVIDED CARE FOR THE DEPENDENT LISTED ABOVE AND HAVE RECEIVED PAYMENT IN THE AMOUNT LISTED ABOVE.				DATE ____/____/____
PROVIDER'S SIGNATURE				

<b>3</b> DEPENDENT LAST NAME		DEPENDENT FIRST NAME		MI.
ALL DATE(S) OF SERVICE MUST BE PRIOR TO THE DATE THIS FORM WAS SIGNED BY THE PARTICIPANT.				
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	
I HAVE PROVIDED CARE FOR THE DEPENDENT LISTED ABOVE AND HAVE RECEIVED PAYMENT IN THE AMOUNT LISTED ABOVE.				DATE ____/____/____
PROVIDER'S SIGNATURE				

**TOTAL REIMBURSEMENT AMOUNT REQUESTED (1+2+3) \$ \_\_\_\_\_**

### DIRECT DEPOSIT INFORMATION - (MUST ATTACH VOIDED CHECK)

**\*ABA NUMBER:** CHECKING ACCOUNT - THE ABA NUMBER IS THE FIRST NINE (9) NUMBERS PRIOR TO THE ACCOUNT NUMBER AT THE BOTTOM LEFT CORNER OF THE CHECK. SAVINGS ACCOUNT - CONTACT YOUR BANK FOR THE ABA NUMBER, IF NOT KNOWN. **\*\*ACCOUNT NUMBER:** SEE CHECK, PASSBOOK, OR ACCOUNT STATEMENT FOR ACCOUNT NUMBER.

Account Type: (Check only one)	Person(s) Named on Account (Please Print Clearly)	ABA Number* (Must be 9 Digits)	<b>Attach VOIDED Check Here</b>
<input type="checkbox"/> Checking	Person 1: _____	Account Number** (Please Write)	
<input type="checkbox"/> Savings	Person 2: _____		

### 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 \_\_\_\_/\_\_\_\_/\_\_\_\_



## DEPENDENT CARE ASSISTANCE PROGRAM (DeCAP) CLAIMS FORM

nyc.gov/fsa



### 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 provided. Please note that claims cannot be submitted for any future dates, even if the payment is pre-paid or on-going throughout the year. A claim for each claim period must be submitted after the dependent care services have been incurred, completed and paid.
3. You may submit claims once a month, however, only claims received by the 15<sup>th</sup> day 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 31<sup>st</sup>). You should submit your claims in a timely fashion. However, there is a Claims Run-Out Period until February 28<sup>th</sup> following the close of the Plan Year to submit claims for services provided during the previous Plan Year. Claims received after February 28<sup>th</sup> 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 via secure mail electronically to: <https://nyc-fsa.leapfile.net>. You may obtain additional claims forms on the FSA website at [nyc.gov/fsa](https://nyc.gov/fsa)