



# **Amalgamated Transit Union 757**

## **TriMet Child/Elder Care**

### **Reimbursement Program**

---

#### **PROGRAM DESCRIPTION**

---

**Who is eligible:** TriMet Active Employees who pay for care of either a child under 13 years of age or a disabled or elderly individual for whom the employee has Power of Attorney. TriMet Employees who are ATU members receive partial reimbursement for child and elder/disabled care provided by an organization or individual who is providing such services.

**When:** Reimbursement will be made at two six month intervals each year. For the time period of June 1<sup>st</sup> through November 30<sup>th</sup>, reimbursement will be in December, and for the time period of December 1<sup>st</sup> through May 31<sup>st</sup> reimbursement will be in June. We suggest having paperwork submitted two weeks after the period ends.

**Eligible Care:** The IRS code provides that expenses can be reimbursed for live-in care, baby sitters, day homes and licensed day care centers. The individual or organization providing the care must supply a tax identification or a social security number. You cannot be reimbursed for expenses paid to one of your tax dependents, i.e., your spouse or one of your children under the age of nineteen. The dependent receiving the care must be under thirteen (13) years of age, disabled, or elderly and in need of care.

#### **Once you've determined you're eligible:**

1. Complete the reimbursement form.
2. Attach proof of responsibility:
  - a. Copy of your child's birth certificate
  - b. Power of attorney for elderly or proof the individual is disabled.
3. Provide the ATU with copies of invoices or receipts that you've paid a qualified individual or organization for child or elder care during the six month period for which reimbursement is being sought. Receipts must include name of provider, provider's signature, child's name, dates of care, and amount paid

#### **How to know when to submit paperwork:**

If you are an active participant in the program the ATU 757 will issue a reminder notice approximately one month before the date reimbursement paperwork is due. This usually works out to mean early November and early May. You may drop your paperwork off at the Union office (we will also be happy to make a copy for you) or fax to 503-230-2589. Call 503-232-9144 with any questions.

**Amalgamated Transit Union Local 757**

**1801 NE Couch Street**

**Portland, OR 97232**

**P: 503-232-9144 F: 503-230-2589**

**danielleb@atu757.org**



# Amalgamated Transit Union 757 TriMet Child/Elder Care Reimbursement Form

## **TRIMET MEMBER INFORMATION**

---

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Information:

(Phone/Email) \_\_\_\_\_

Social Security #: \_\_\_\_\_

## **REIMBURSEMENT REQUEST**

---

Care needed for:

Child

Elder/Disabled

Dependent's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Provider's Name: \_\_\_\_\_ SSN or Tax ID: \_\_\_\_\_

Service Start Date: \_\_\_\_\_ Service End Date: \_\_\_\_\_

Out of Pocket Cost: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **AUTHORIZATION (please read and sign below)**

---

I acknowledge and certify that the information submitted with this request is accurate and complete to the best of my knowledge. Reimbursement may be delayed if paperwork is not fully provided and completed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_