Villanova University Backup Care Reimbursement Program
(Administered by Health Advocate EAP + Work/Life Services)

Even the most reliable child care and elder care arrangements don’t always run like clockwork. Some interruptions are easier to plan for -- like holidays and school vacations. Others -- like heavy snow that closes your child’s school, or a care provider’s sickness -- come out of the blue, leaving you to scramble for coverage.

No matter what the cause of your backup care need, the Villanova University Backup Care Reimbursement Program, is here to help. We give you two very important kinds of support:

- **Expert advice** by phone from consultants who understand the critical importance of good backup plans and can help you plan for your family’s unique needs. Call the Health Advocate EAP + Work/Life at 866.799.2728, option #2, 7 days a week, 24 hours a day, for a free consultation.
- **A financial subsidy** to reimburse you for certain kinds of backup dependent care -- at a rate of up to $50.00 per day for up to 5 days per year.

Having a well prepared backup plan means you can respond to just about any backup care need -- for your infant, toddler, school-age child, or adult relative -- with confidence. You can call the Health Advocate EAP + Work/Life specialists at 866-799-2728, option #2 as a resource to discuss your options.

**Step 1**
**Identify your family’s needs**

Before you begin searching for backup care in your community, consider when you are likely to need care. Think about your predictable backup care needs -- school holidays or your elder’s in-home care provider’s vacation, for example. And think about your unpredictable needs, too. What will you do if your toddler’s child care center closes because of a snowstorm?

**Step 2**
**Understand your options**

Health Advocate EAP + Work/Life specialists can assist in finding resources and information on options available in most communities. The possibilities range from informal care, where a neighbor might help you out for a morning or a day, to more formal options, such as drop-in child care centers or adult day care.
Step 3
Submit for reimbursement

Pay for your backup care (by cash, check, or charge account) and ask your provider to sign the Emergency Care Affidavit/Employee Reimbursement Form. Then sign the form yourself and send it to the Villanova University Backup Care Reimbursement program:

by fax: 610-644-1134

or by mail:
Villanova University Backup Care Reimbursement Program
Attn: Health Advocate EAP + Work/Life Services
835 Springdale Drive, Suite 100
Exton, PA 19341

*Emergency Care Affidavit/Employee Reimbursement Forms* must be received by Health Advocate within 60 days after the date of the care being provided in order to be eligible for reimbursement.

Your reimbursement will be included in an upcoming paycheck. For tracking and tax purposes, we will report to your employer the number of days of care you use and the amount you have been reimbursed. If you have questions about your reimbursement, please email:

• tporter@healthadvocate.com or mhageman@healthadvocate.com

*Please note:* You may use the subsidy only to pay the costs of backup care for your child or adult dependent, not for ordinary or regular costs of this care. You may not use the subsidy to pay the costs of backup care provided by a person who is your dependent. For example, you may not use the subsidy to pay the costs of backup care provided by your teenage child. Please note also that your reimbursement is considered income to you for tax reporting purposes.