



Villanova University Backup Care Reimbursement Program

(Administered by Health Advocate EAP + Work/Life Services)

This plan is administered through Health Advocate, who also provides our Employee Assistance and Work/Life services. All full-time permanent faculty and staff are eligible, and the benefit amount described below is provided on a one per family basis.

Eligible Dependents (for your tax dependents only)

Employees develop their own backup care arrangements through formal or informal resources for:

- Children, including infants through preschool, as well as kindergarten to age 12
- Elders and adults with disabilities

Examples of Emergency Backup Care

- Unexpected emergency when the regular arrangement is not available
- Illness – elder, child or caregiver, child care provider
- School or child care closings (weather, teacher meetings, school holidays, etc.)
- Extensive late evenings/out-of-town travel requires additional evening care at home
- Employee needs to work, when they are not normally scheduled to work
- Parent or parent-in-law, who is normally independent, needs temporary care
- Spouse, who is normally independent needs personal care (i.e. due to surgery)

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 \$75.00 per day for up to 10 days per year with an annual maximum of \$750.

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.

HealthAdvocate[™]

Limitations

This reimbursement may be used to offset the cost of emergency backup care provided by an agency, in-home caregiver, friend, relative or neighbor. It may not be used to pay the child's parent/step-parent, or anyone claimed as a dependent on the employee's or spouse's federal income tax return.

Procedure

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**

by mail:

Villanova University Backup Care Reimbursement Program

Attn: Health Advocate EAP + Work/Life Services

835 Springdale Drive, Suite 100

Exton, PA 19341

Or by email: tbowman@healthadvocate.com or emaclean@healthadvocate.com
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:

tbowman@healthadvocate.com or emaclean@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.