



# Child Care Subsidy Program

## FAQS

1. What are the requirements for meeting the Childcare subsidy program?
  - a. Must have a base salary \$66,000 and under
  - b. Child(ren) age 12 and under
  - c. Be enrolled in a medical plan with employee + child or employee + family coverage
2. If I didn't sign up last year, can I sign up for 2025.
  - a. Yes, you can sign up during open enrollment if you meet all the program requirements.
3. What is the yearly subsidy amount?
  - a. \$2,000 per year, per family, however if there is a qualifying life event or new hire event after January 1<sup>st</sup>, funds will be prorated.
4. Do the subsidy funds roll over year to year?
  - a. No, you must use all funds by 12/31/2024. Otherwise funds will be forfeited.
5. If I meet all the requirements and have a qualifying life event, can I enroll in the Childcare Subsidy Program?
  - a. Yes, you can enroll if you meet the IRS requirements and meet the City's Childcare Subsidy Program requirements. You have 30 days from the qualifying life event to enroll in the Childcare Subsidy Program. Example of qualifying life events include birth, adoption, foster. Funds will be prorated based on the month during the year that the qualifying event is submitted.
6. How does the reimbursement process work?
  - a. You will need to provide the proper documentation to HSA Bank to be reimbursed. You will need to contact HSA Bank at (833) 228-9336 or go online and access your account at [www.HSABank.com](http://www.HSABank.com) to see what documentation may be required.
7. How do I receive the Child Care Subsidy funds?
  - a. You will receive a post-enrollment kit from HSA Bank. You must submit the requested information in order to set your account up and receive the subsidy.

8. Do I have to enroll and contribute to the Dependent Care Flexible Spending Account (DCFSA)?
  - a. You must enroll in the Dependent Day Care Flexible Spending Account; however, you do not have to contribute to the DCFSA in order to receive the funds.
  
9. Does enrolling in this program raise my taxes?
  - a. Yes, your taxable income is raised.