

# Loyola University Maryland Child Care Voucher Program Guidelines

The Child Care Voucher Program is designed specifically to help benefits eligible employees pay for qualifying, work-related childcare.

## Employee Eligibility

Employees must be benefit eligible and have childcare costs that are work-related, allowing you to work. Additionally, the employee's spouse (if applicable) must be employed, looking for work, enrolled in school full-time, or have a documented disability that prevents full-time parenting. Newly hired eligible employees may begin participation the month following (after) date of hire.

## Qualifying Children and Child Care Providers

Children, birth through age 12, are eligible under the following circumstances: by birth, adoption, stepchild or foster child living with the Loyola employee, or a child placed by court order in an employee's household. Care for your dependent child who resides with you and who is physically



the plan year without a qualified change-in-status event. Coordination with Child Care Voucher reimbursements or a change in tax treatment are not qualified change-in-status events.

This information should not be understood to be tax advice. Please consult your professional tax advisor to determine the optimal use of dependent care assistance programs.

*NOTE: Selecting a child care provider is the exclusive responsibility of the employee. Except for possibly verifying license status at the time of application, the Human Resources Benefits Unit does not perform screening and background checks of dependent care providers.*

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