UC Berkeley ASE Child Care Reimbursement Program Instructions to Department Administrator Program

Effective July 1, 2008, the University implemented a system-wide child care reimbursement program for eligible Academic Student Employees (ASE's), pursuant to Article 4 of the UAW contract. Effective August 24, 2018, the reimbursement amounts are a maximum of $1,650 per semester for expenses incurred during the ASE’s appointment period and within the regular academic terms (Fall and Spring semesters). In addition, an eligible ASE can be reimbursed up to a total of $1100 for expenses incurred during Summer Session(s) appointments. An ASE must be a registered student in the regular term preceding and following the Summer Session appointment(s) in order to be eligible for reimbursement during the summer.

An eligible ASE is a registered student with at least a 25% ASE appointment in any ASE title or combination of ASE titles (including Graduate Student Instructor, Graduate Student – Acting Instructor, Reader, and Tutor) who has (a) qualified dependent(s). For the purposes of this program, qualified dependents shall include children under 12 in the custody of the ASE.

For more detailed information about the program, see the: ASE Child Care Reimbursement Factsheet and Claim Form at: <http://ucnet.universityofcalifornia.edu/forms/subject.html>.

Under the current structure, the Department(s) hiring the ASE will bear the cost of the program. It is also the Department’s responsibility to process claim forms, enter data into OPTRS by the applicable deadlines, and work with the student and Central Payroll to resolve any disputes. NOTE: Receipt of funds under this program may affect the ASE's eligibility for financial aid, fellowships, or other financial awards. It is the ASE’s responsibility to inform applicable agencies and offices of participation in this program. ASE's with questions regarding the program should be directed to raise those questions through the department office. Department staff with questions about the Child Care Reimbursement Program can contact Labor Relations via email (labrel@berkeley.edu).