

1199SEIU/Employer Child Care Fund  
1199SEIU/Greater New York Child Care Fund  
1199SEIU/City of New York Child Care Fund

# OUR CHILDREN, OUR FUTURE

WEEKEND CULTURAL ARTS PROGRAMS • CHILD CARE LEARNING CENTER • TEEN PROGRAMS



SUMMER DAY CAMP • REIMBURSEMENT PROGRAMS • HOLIDAY PROGRAMS

**1199SEIU Child Care Funds**  
**498 Seventh Avenue, 5th Floor, New York, NY 10018-0009**

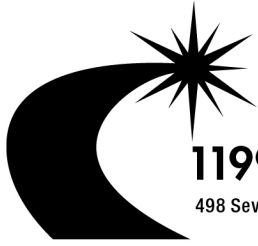
## 2025 Registration Information Booklet

(Addendum to Summary Plan Description)

Online registration begins on Wednesday, August 21, 2024  
Virtual registration begins on Monday, August 26, 2024  
In-person registration begins on Tuesday, September 3, 2024  
Registration ends on Thursday, October 31, 2024, at 4:00 pm

**APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE.**

**PLEASE SEE PAGE 9 FOR THE DOCUMENTS YOU MUST SUBMIT IN ORDER TO REGISTER.**



## 1199SEIU Child Care Funds

498 Seventh Avenue, New York, NY 10018-0009 • (212) 564-2220 • [www.1199SEIUBenefits.org](http://www.1199SEIUBenefits.org)

1199SEIU/Employer Child Care Fund  
1199SEIU/Greater New York Child Care Fund

  @1199SEIUChildCare • #1199SEIUChildCare

Dear 1199SEIU Member:

Here at the 1199SEIU Child Care Funds (CCF), we understand the challenges of managing work and family life. Our organization was founded on the notion that if working parents are not worried about the care of their children, then they can better focus on their work. This is especially true for the important work of our everyday healthcare heroes. We look forward to continuing our mission of helping working families access quality and affordable child-care and youth programs!

We are here to help you navigate your child-care needs. This 2025 Registration Information Booklet includes a detailed listing of available programs, along with information on eligibility requirements and the registration process, including locations and hours. We encourage you to review the broad range of programs CCF has made available to your child(ren), from infancy to young adulthood. While there are different ways to apply for child-care benefits, the fastest and easiest way is to do so online through **MyAccount** ([www.My1199Benefits.org](http://www.My1199Benefits.org)). We are committed to making this a seamless process for you.

If you need assistance or would like to speak with a dedicated registration representative, call (646) 473-8367, Monday through Friday, from 9:00 am to 5:00 pm. Visit [www.1199SEIUBenefits.org/childcare](http://www.1199SEIUBenefits.org/childcare) for more information on how to apply. Online registration begins Wednesday, August 21, 2024, and by-appointment-only registration with virtual assistance begins Monday, August 26. In-person registration starts on Tuesday, September 3, at both the NYC and Hicksville offices. **All registration ends on October 31 at 4:00 pm.**

I also encourage you to follow us on Facebook and Instagram on @1199childcare and visit [www.1199SEIUBenefits.org/alternative-child-care-services](http://www.1199SEIUBenefits.org/alternative-child-care-services) for information on other available programs and services that could be beneficial to your family. Here's to another great year!

Sincerely,

Rossmery Dais

Executive Director, Child Care Funds

# Child Care Funds Programs and Policies

## Table of Contents

<b>Your Guide to Selecting the Best Programs for Your Child</b> .....	6
<b>Where to Register for 2025: Locations and Schedules</b> .....	7
<b>Child Care Funds (CCF) Introduction</b> .....	8
<b>Eligibility and Consideration for CCF Benefits</b> .....	8
<b>Required Documents for Registration</b> .....	9
<b>Registering for CCF Programs</b>	
Registration Period .....	10
Registering Online .....	10
Virtual Registration .....	10
Registering in Person .....	11
Choosing a Program that Is Right for Your Child .....	11
Help with Choosing a Program that Is Right for Your Child .....	11
Multiple Benefits.....	11
Special Needs Child Care.....	11
<b>Year-Round Programs</b>	
Child Care Learning Center (CCLC)   Future of America Learning Center (FALC) – 2 to 5 Years .....	12
Day Care and After-School Reimbursements.....	13
Day Care Reimbursement (DCR) – Birth to 5 Years .....	14
After-School Reimbursement (ASR) – 6 to 12 Years .....	14
<b>Weekend Programs</b>	
Cultural Arts Program (CAP) – 5 to 17 Years .....	15
Cultural Arts Stipend Program (CASP) – 5 to 17 Years.....	16
<b>School Recess Programs</b>	
Holiday Program (HP) – 3 to 15 Years.....	16
Holiday Sleep-Away Program (HSAP) – 8 to 13 Years .....	16
Teen Holiday Sleep-Away Program (T-HSAP) – 14 to 17 Years .....	17
<b>Summer Programs</b>	
Check Out Our Online Service Provider Search Tool.....	18
Summer Day Camp (SDC) – 3 to 17 Years .....	18
Special Needs Summer Day Camp (SNSDC) – 3 to 17 Years .....	18
Summer Day Camp Reimbursement (SDCR) – 3 to 17 Years .....	19
Special Needs Summer Day Camp Reimbursement (SNSDCR) – 3 to 17 Years .....	19

**Teen Programs**

WorkForce (WF) – 13 to 17 Years..... 20  
SAT Prep (SAT) – 11th Graders Only..... 21

**Tax Liability** .....21

**Tax Certification Worksheet for Dependent Care Expenses**..... 23

**How Benefits Are Distributed** .....24

**Notification of Benefit Distribution Results** ..... 24

**Payment Policy**

Electronic Payments for Reimbursements ..... 24  
Co-payments ..... 24  
Refunds ..... 25

**Loss of Approved Benefits** .....25

**Program and Member Changes Requiring Written Notification**

Dropping an Approved Program ..... 26  
Requesting Program Changes ..... 26

**CCF Resources** .....27

**CCF Volunteer Opportunities**.....27

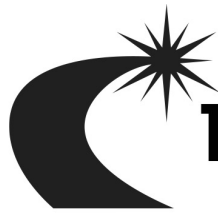
**Appendices**

Appendix A: Instructions for Completing the Program Selection Form on the Application.....28  
Appendix B: Sample Application .....29

# Your Guide to Selecting the Best Programs for Your Child

Please refer to this guide when completing your program application.

Program Name	Age Range	Program Description	Number of Weeks	Co-payment	Reimbursement
<b>Year-Round Programs</b>					
<b>After-School Reimbursement</b> Licensed care (ASR-L) Unlicensed care (ASR-U)	6–12 yrs.	You receive a reimbursement for a portion of your after-school program expenses.	40 weeks		<b>Quarterly reimbursement.</b> See rates on page 14.
<b>Child Care Learning Center (CCLC) / Future of America Learning Center (FALC)</b>	2–5 yrs.	Nationally accredited early childhood education learning center. Full-day program. STEAM-focused curriculum. <b>BRONX SITE ONLY</b>	51 weeks	<b>Weekly co-payment.</b> See sliding scale on page 13.	
<b>Day Care Reimbursement</b> Licensed care (DCR-L) Unlicensed care (DCR-U)	Birth–5 yrs.	You receive a reimbursement for a portion of your day care program expenses.	52 weeks		<b>Quarterly reimbursement.</b> See rates on page 14.
<b>Weekend Programs and School Recess Programs</b>					
<b>Cultural Arts Program (CAP)</b>	5–17 yrs.	Weekend program for members requiring child care. Cultural and academic programs for your child at contracted providers.	Weekends; varies by provider	\$100 co-payment	
<b>Cultural Arts Stipend Program (CASP)</b>	5–17 yrs.	Weekend program for members requiring child care. Cultural and academic programs for your child. You select your own provider.	Weekends; varies by provider		<b>Yearly reimbursement.</b> \$700 maximum.
<b>Holiday Program (HP)</b>	3–15 yrs.	Day camp during winter and spring school recesses at contracted providers.	Winter and/or spring recesses	\$25 co-payment	
<b>Holiday Sleep-Away Program (HSAP)</b>	8–13 yrs.	Sleep-away camp: winter and spring recesses. Each session is for five days and four nights. Activities include arts and crafts, team sports, STEAM education, outdoor recreation and nature exploration.	Winter and spring recesses. <b>Based on the NYC public school calendar.</b>	\$75 co-payment	
<b>Teen Holiday Sleep-Away Program (T-HSAP)</b>	14–17 yrs.	Sleep-away camp: winter and spring recesses. Activities are designed to engage teens in team building, leadership development, team sports, the arts, outdoor recreation and nature exploration.	Winter and spring recesses. <b>Based on the NYC public school calendar.</b>	\$75 co-payment	
<b>Summer Programs</b>					
<b>Summer Day Camp (SDC)</b>	3–17 yrs.	Summer day camp with one of CCF's contracted providers.	Varies by provider	<b>Weekly co-payment.</b> See rates on page 18.	
<b>Special Needs Summer Day Camp (SNSDC)</b>	3–17 yrs.	Special needs camp with one of CCF's contracted providers. Need help? We can assist you in searching for a camp. Call (212) 564-2220.	Varies by provider	<b>Weekly co-payment.</b> See rates on page 18.	
<b>Summer Day Camp Reimbursement (SDCR)</b>	3–17 yrs.	You select a camp if you live outside of the metropolitan area or have a child with dietary or religious restrictions.	Maximum of eight (8) weeks		<b>Weekly reimbursement.</b> See rates on page 19.
<b>Special Needs Summer Day Camp Reimbursement (SNSDCR)</b>	3–17 yrs.	Members with special needs children can select their own camps. Need help? We can assist you in finding a camp. Call (212) 564-2220.	Maximum of eight (8) weeks		Contact CCR&R Services at (212) 564-2220 for reimbursement rates.
<b>Teen Programs</b>					
<b>SAT Prep (SAT)</b>	11th graders only	Virtual Saturday morning classes designed to prepare 11th graders for all aspects of the SAT. Enrichment workshops for students and families also offered.	13-week spring session	\$100 co-payment	
<b>WorkForce (WF)</b>	13–17 yrs., 8th–11th graders	College prep and career guidance at New York University or Queens College. Academic sessions, workshops, cultural experiences, community service and potential for paid internships.	Year-round		



# 1199SEIU Child Care Funds

## WHERE TO REGISTER FOR 2025

### Locations and Schedules

**NOTE:** Locations, dates and times are subject to change.

Please check [www.1199SEIUBenefits.org/childcare](http://www.1199SEIUBenefits.org/childcare) for updates.

#### ONLINE REGISTRATION:

**BEGINS WEDNESDAY, AUGUST 21, 2024**

Register online at any time from 08/21/24 to 10/31/24 at [www.1199SEIUBenefits.org/childcare](http://www.1199SEIUBenefits.org/childcare).

Registration ends at 4:00 pm on Thursday, October 31, 2024.

*Please note: In observance of Yom Kippur, all Fund offices will be closed on Friday, October 11, and Saturday, October 12. There will be no in-person or virtual registration on those days.*

#### VIRTUAL REGISTRATION:

**BEGINS MONDAY, AUGUST 26, 2024**

#### IN-PERSON REGISTRATION:

##### Manhattan Office

498 Seventh Avenue, 2nd Fl., New York, NY 10018

• **September 3 - October 19**

- » Monday - Friday 8:30 am - 5:30 pm
- » Saturday 8:30 am - 4:30 pm

• **October 21 - October 31**

- » Monday - Friday 8:30 am - 6:00 pm
- » Saturday 8:30 am - 4:30 pm

##### Brooklyn Office

25 Elm Place, 1st Fl., Brooklyn, NY 11201

- **September 13, 2024:** 9:00 am - 5:00 pm
- **October 18, 2024:** 9:00 am - 5:00 pm

##### White Plains Office

10 Bank Street, 7th Fl., White Plains, NY 10606

- **September 18, 2024:** 9:00 am - 5:00 pm
- **October 23, 2024:** 9:00 am - 5:00 pm

##### Future of America Learning Center

2500 Creston Avenue, 3rd Fl., Bronx, NY 10468

- **September 21, 2024:** 9:00 am - 4:00 pm
- **October 19, 2024:** 9:00 am - 4:00 pm

##### Hicksville, Long Island, Office

100 Duffy Avenue, 3rd Fl., Hicksville, NY 11801

• **September 3 - October 19**

- » Monday - Friday 9:00 am - 5:00 pm
- » Saturday 9:00 am - 1:00 pm

• **October 21 - October 31**

- » Monday - Friday 9:00 am - 5:30 pm
- » Saturday 9:00 am - 1:00 pm

##### Staten Island Office

790 Port Richmond Avenue, Staten Island, NY 10302

- **September 26, 2024:** 9:00 am - 5:00 pm
- **October 25, 2024:** 9:00 am - 5:00 pm

##### Jamaica Hospital Medical Center

8900 Van Wyck Expressway, Cafeteria, Jamaica, NY 11418

- **September 12, 2024:** 9:00 am - 5:00 pm
- **October 10, 2024:** 9:00 am - 5:00 pm

**ALL REGISTRATION ENDS AT 4:00 PM THURSDAY, OCTOBER 31, 2024**

**VIRTUAL REGISTRATION WILL BE DONE VIA APPOINTMENT ONLY.**

**CALL (212) 564-2220 OR VISIT [WWW.1199SEIUBENEFITS.ORG/CCFAPPOINTMENT](http://WWW.1199SEIUBENEFITS.ORG/CCFAPPOINTMENT).**

# Child Care Funds (CCF) Introduction

The 1199SEIU Child Care Fund (CCF) was founded in 1992, becoming the first union-based child-care benefit in the country. This benefit proved critical for 1199SEIU members, facilitating their ability to work while their children attended quality programs. In 1998, as the Greater New York Nursing Home Association added child-care benefits to its employee benefit package, the 1199SEIU/Greater New York Child Care Fund (GNY-CCF) was created. Then, in 2014, the 1199SEIU/City of New York Education, Child and Eldercare Fund (CNY-CCF) was created to administer child-care benefits for 1199SEIU members employed in select New York City agencies. Together, the CCF, GNY-CCF and CNY-CCF are known as the Child Care Funds (CCF).

Employers contribute to the CCF to provide 1199SEIU members with child-care benefits. The contribution is negotiated during collective bargaining and, as a result, the employer pays a percentage of gross payroll into the Funds. The CCF provides a variety of child-care benefits, including after-school care, day care, summer day camp and cultural arts, holiday and teen programs. Since 1992, the Child Care Funds have provided benefits to approximately 400,000 members and children.

## Eligibility and Consideration for CCF Benefits

To apply for benefits, you must:

- Be employed at a participating 1199SEIU institution/agency/facility or collective bargaining unit on a full-time or part-time basis.
  - » CCF: two-fifths (2/5) of a workweek (14 hours weekly)
  - » GNY-CCF: three-fifths (3/5) of a workweek (21.75 hours weekly)
  - » CNY-CCF: minimum of 70 hours in a 28-day cycle
- Have passed the required probationary period at your place of employment by Thursday, October 31, 2024.
  - » CCF and GNY-CCF: 90-day probationary period
  - » CNY-CCF: one-year probationary period
- Not be on workers' compensation, short-term disability or NYS Paid Family Medical Leave for more than 26 weeks combined by Thursday, October 31, 2024. (This applies to CCF and GNY-CCF members only.)
- Not be on workers' compensation for more than 26 weeks by Thursday, October 31, 2024. (This applies to CNY-CCF members only.)
- Complete and submit the application and required documents by Thursday, October 31, 2024, no later than 4:00 pm. Applications received after the deadline will not be considered.
- Have paid all previous co-payment balances.
- Have or be legally responsible for children between birth and 17 years of age.

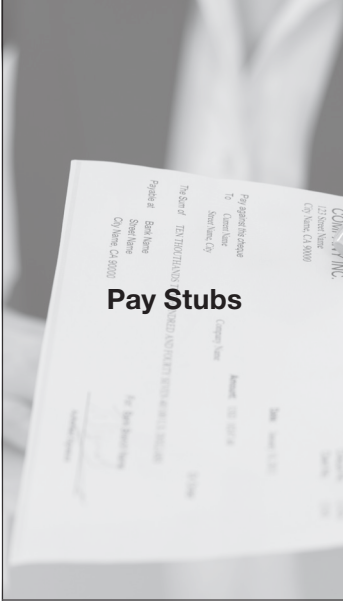
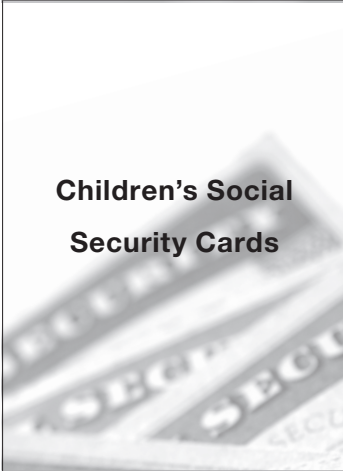
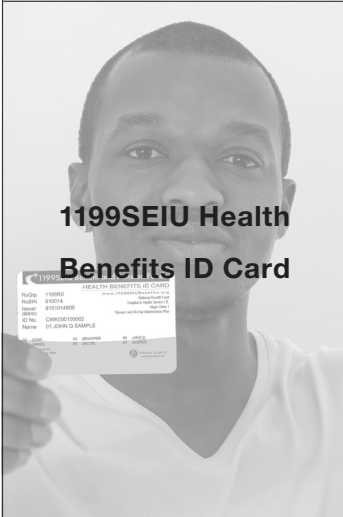
**Note:** Unborn children do not qualify. The CCF only registers children between birth and 17 years of age.



# Required Documents for Registration

To register, you **MUST** bring or submit copies of the following documents. If you are missing any of the documents listed below, the CCF cannot register your children.

**Note: First-time applicants have different requirements from other applicants.**

 <p><b>Pay Stubs</b></p>	<p><b>For all applicants:</b></p> <p><b>IMPORTANT CHANGE:</b> If you are a member of Wage or Eligibility Class I or II, you <i>do not</i> need to submit your pay stubs anymore. However, you still need to provide your pay stubs if you fall into any of these categories:</p> <ul style="list-style-type: none"> <li>• You work for an employer that does not contribute to the 1199SEIU National Benefit Fund</li> <li>• You want to enroll your child in the Child Care Learning Center</li> <li>• You make less than \$35,000 per year</li> <li>• You are receiving short-term disability, workers' compensation or NYS Paid Family Medical Leave</li> </ul> <p><b>If you are on workers' compensation, short-term disability or NYS Paid Family Medical Leave,</b> you <i>must</i> submit a copy of your last pay stub <i>and</i> your most recent workers' compensation, disability or NYS Paid Family Medical Leave stub. If the pay stub is not available, a letter from your employer is required. The employer letter must include the following: member's name; last four digits of the member's Social Security number; hourly pay rate; date of hire; and weekly work hours. The expected date of return must be included for members on short-term disability or workers' compensation.</p>
 <p><b>Children's Social Security Cards</b></p>	<p><b>For all applicants:</b> The CCF cannot register any child, including newborn children, without a Social Security number/card. There are no exceptions to this rule. (If you have previously provided a child's Social Security card, you do not need to provide it again.)</p> <p><b>For first-time applicants:</b> A copy of the Social Security card of each child for whom you are applying is required. If you do not have a copy of your child's Social Security card, you must provide one of the following:</p> <ul style="list-style-type: none"> <li>• An original letter from the Social Security office showing your child's Social Security number; OR</li> <li>• A copy of last year's signed federal tax return showing your child's Social Security number.</li> </ul>
 <p><b>1199SEIU Health Benefits ID Card</b></p>	<p><b>For first-time applicants and returning applicants:</b> A copy of your <b>1199SEIU Health Benefits ID card</b>, listing your children, is required. If your children are not listed on your 1199SEIU Health Benefits ID card, other acceptable proof of legal dependency is required, such as:</p> <ul style="list-style-type: none"> <li>• Adoption papers listing you as guardian;</li> <li>• Birth certificates listing you as parent (foreign birth certificates must be translated into English); OR</li> <li>• Court papers giving you legal custody or guardianship.</li> </ul> <p>If your bargaining unit does not contribute to the 1199SEIU Benefit and Pension Funds, you may submit your participating health insurance ID card, provided that your dependents are listed on it. If not, you must provide proof of legal dependency as listed above.</p> <p><b>For online applicants:</b> An 1199SEIU Health Benefits ID card is not required.</p> <p><b>For all applicants: Passports and tax returns are not acceptable forms of identification to prove legal dependency.</b></p>



# Registering for CCF Programs

## Registration Period

Registration for CCF benefits occurs once a year. It begins on Wednesday, August 21, 2024, and continues through Thursday, October 31, 2024, until 4:00 pm.

- You must submit a new application each year to be considered for benefits in the following year.
- You must submit the required documents to start the registration process.
- Applications will not be accepted after the posted deadline.
- If you have any outstanding balances, you are not eligible to register for programs until your accounts have been paid in full.
- Applications mailed or faxed to the CCF Office will **NOT** be accepted.
- You can register online or in person.

## Registering Online

Register online at [www.1199SEIUBenefits.org/childcare](http://www.1199SEIUBenefits.org/childcare) for 2025 child-care benefits. Online registration will start on Wednesday, August 21, 2024, at 9:00 am and will end on Thursday, October 31, 2024, at 4:00 pm.

**Online registration is a secure process, which includes the following steps:**

STEP 1: Upload all required documents. **If you do not upload your documents within one week of making your selections, your application will not be complete.**

STEP 2: Enter all required information. Add the programs you want. You will receive a registration reference number when you complete your registration application.

**Note:** Any applications received after Thursday, October 31, 2024, will not be accepted.

Upon receipt and review of your required documents, you will receive a confirmation email from the CCF indicating that your online application is complete. If you do not receive a confirmation email within two weeks of registering, call the CCF at (212) 564-2220 or send an email to [CCFReg@1199Funds.org](mailto:CCFReg@1199Funds.org). **Note: If you fail to submit all required documents by the posted deadline, your application will not be considered for benefits.**

When you register online, you may log in at any point during the registration period to:

- Add or change program priorities or selections;
- Upload required documents;
- Click the “Help” button for further assistance; and
- View an electronic version of this Registration Information Booklet and use the online Service Provider Search Tool.

## Virtual Registration

Members can now register virtually via Zoom. Virtual registration starts on August 26, 2024 and ends on Thursday, October 31, 2024. At the virtual registration appointment time, one of our registration clerks will meet with you online via Zoom to assist you with the registration process and answer your questions in real time.

To schedule a virtual registration appointment, visit [www.1199SEIUBenefits.org/CCFAppointment](http://www.1199SEIUBenefits.org/CCFAppointment) or call (212) 564-2220. After your appointment, you will receive a confirmation email from the Child Care Funds listing the documents needed to register. The CCF will also send you a fillable application and Form W-4.

**If you are registering online or have registered online, you do not need to schedule a virtual registration session.**

## Registering in Person

In-person registration begins in Manhattan and Hicksville on Tuesday, September 3, 2024, and continues through Thursday, October 31, 2024, until 4:00 pm. Additional in-person registration opportunities will be available at other locations. Please see page 7 for all dates, times and location details. You must bring all required documents as listed on page 9.

Applications will not be accepted after the posted deadline.

## Choosing a Program that Is Right for Your Child

The CCF does not license, recommend or endorse any provider. It is your responsibility to do the following:

- Choose programs that meet the needs of your family and register for programs that you are certain your children will use;
- Apply for more than one program, as you may not receive your first choice; and
- Observe different programs and meet with providers to make informed decisions.

## Help with Choosing a Program that Is Right for Your Child

### Let Child Care Resource and Referral (CCR&R) Services Help

Child Care Resource and Referral (CCR&R) Services helps families take the guesswork out of finding child care, summer day camp and after-school programs. The CCR&R Services team researches and provides the most up-to-date information relating to child-care programming and resources for licensed or registered providers. Eligible members may call (212) 564-2220 for assistance.

## Multiple Benefits

- List your choices in priority order and note with numbers (1, 2, 3...) on your application. Priority numbers cannot be repeated.
- If you are not approved for your first choice, it may be possible to receive your second choice.
- If monies are available, you may receive more than one benefit.

### There are no special exceptions made in the following cases:

- If there are two CCF-eligible parents in the same family, each parent may apply for the programs of their choice. However, **the CCF will not approve the same benefit for one child.**
- In the case of multiple births during a single pregnancy, for example, twins.
- If you work at more than one institution/agency/facility, you may submit only one application, using either institution/agency/facility.

## Special Needs Child Care

The CCF works to ensure that children with special needs have access to all programs and services offered. If you are approved for a benefit for a child with special needs, you will receive a Program Status Packet with instructions for submitting eligibility documents.

If you are currently using an unlicensed provider for special needs care (i.e., friends, neighbors or relatives—with the exception of a spouse or the child's parent), you may be eligible for the reimbursement rate for a licensed provider (service provided by a person or a center licensed by or registered with the city, county or state).

To be considered for the licensed reimbursement rate, you must provide the CCF with the following:

- A doctor's note, indicating diagnosis and treatment; and

- A notarized Provider Verification Form (provided by the CCF), indicating the amount paid and the caregiver's special certifications/training.

The above documents are used to determine if your child meets the CCF's special-needs criteria.

If you have questions or wish to submit documents for approval, contact CCR&R Services at (212) 564-2220. See the previous page for information about CCR&R Services.

## Year-Round Programs

### Child Care Learning Center (CCLC) | Future of America Learning Center (FALC) 2 to 5 Years – Bronx Location ONLY

The CCF subsidizes child-care slots at the Future of America Learning Center (FALC), an early childhood learning center that is licensed by the New York City Department of Health and Mental Hygiene and accredited by the National Association for the Education of Young Children. Members' weekly co-payment is based on a sliding scale. Acceptance is determined by the CCF's eligibility guidelines, availability of space and your child's age.

FALC is specially designed to provide a nurturing educational environment that connects children to the natural and real world. Its Plant-A-Dream (PAD) curriculum celebrates the whole child and provides developmentally appropriate, museum-quality, socio-dramatic learning stations within the world of work for pre-K students and strength-based sensorial learning centers for preschool and 3-K students. Each area is equipped with relevant materials that foster physical, socio-emotional, cognitive and cultural development.

If your child receives the FALC benefit:

- None of your dependents will be eligible for other programs for that year, except for the Holiday Programs.
- **The FALC benefit cannot be transferred to any other program.**
- If you do not wish to use your FALC slot/benefit, please contact the CCF Benefits department at [CCFReg@1199Funds.org](mailto:CCFReg@1199Funds.org) or (212) 564-2220.
- You must reapply annually if your child is currently in a subsidized slot.

CCF trustees have established a maximum amount for all FALC subsidies.

**This site is in the Fordham section of the Bronx.**

If you are accepted to FALC, the CCF requires that you also apply for the Facilitated Enrollment Subsidy, if you are eligible. Your co-payment will be based on the CCF or Facilitated Enrollment sliding scale, whichever is lower. **Co-payments are made directly to FALC.**

**FALC requires that you also apply for the New York City Department of Education 3-K and Pre-K for All programs. Through these programs, the City offers free, full-day (6 hours and 20 minutes) 3-K and pre-K for eligible children. Extended services are also available for an additional fee.**

**Sliding Scale for Future of America Learning Center (FALC): Weekly co-payments are made directly to FALC**

<b>Annual Salary</b>	<b>One (1) Dependent</b>	<b>Two (2) Dependents</b>	<b>Three (3) or More Dependents</b>
Up to \$35,221	\$99	\$99	\$99
\$35,222 – \$49,310	\$113	\$110	\$106
\$49,311 – \$63,399	\$127	\$124	\$120
\$63,400 and above	\$155	\$141	\$134

## **Day Care and After-School Reimbursements**

Day Care and After-School Reimbursements provide you with the full or partial cost of your child-care expenses. Reimbursement is determined by the type of care (licensed or unlicensed) and, for Day Care only, the number of dependents.

- **Licensed care:** Service provided by an individual (**EXCEPT** the member’s spouse or the child’s parent) or a center that is licensed by or registered with the city, county or state.
- **Unlicensed care:** Service provided by an individual such as a friend or relative (**EXCEPT** the member’s spouse or the child’s parent) who is **NOT** licensed by or registered with the city, county or state.
- Reimbursements are paid quarterly and take approximately four weeks to process from the date the completed reimbursement form is received.
- You must apply for the type of care you are currently using (licensed or unlicensed).
- If you change from unlicensed to licensed care during the benefit year, depending upon the availability of monies, you may receive the adjusted licensed care reimbursement rate.
- An increase to the licensed care reimbursement rate can only be made upon receipt of the new provider’s license information, proof of payment and the availability of monies.
- Members approved for an unlicensed care reimbursement for children with documented special needs (severe degrees of disabilities typified by autism, Down syndrome, spina bifida or other severe disabilities requiring a similar level of care) may receive a reimbursement for licensed care. **Submission of supporting documents (see page 11) is required upon receipt of the Program Status Packet in January.**

## Day Care Reimbursement (DCR) – Birth to 5 Years

The Day Care Reimbursement (DCR) provides reimbursement for year-round, **full-time** day care or babysitting (52 weeks).

Quarterly reimbursements are paid at the following rates:

Type of Care	One (1) Dependent	Two (2) Dependents	Three (3) Dependents	Four (4) or More Dependents
Licensed Care (DCR-L)	\$520	\$585	\$650	\$715
Unlicensed Care (DCR-U)	\$195	\$260	\$325	\$390

## After-School Reimbursement (ASR) – 6 to 12 Years

The After-School Reimbursement (ASR) provides reimbursement for **part-time** child-care costs during the school year (40 weeks).

- Reimbursements can be used for **after-school or before-school care**.
- Reimbursement flat rates are: \$30 per week for licensed care or \$20 per week for unlicensed care.
- **The third quarter consists of September only, since school is not in session during the summer. For the third quarter, you will only receive a one-month reimbursement for the month of September.**

Quarterly reimbursements are paid as indicated below.

### LICENSED Care (ASR-L)

Maximum Annual Reimbursement	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
\$30 x 40 weeks = \$1,200	January – March \$360	April – June \$360	September <b>ONLY</b> \$120	October – December \$360

### UNLICENSED Care (ASR-U)

Maximum Annual Reimbursement	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
\$20 x 40 weeks = \$800	January – March \$240	April – June \$240	September <b>ONLY</b> \$80	October – December \$240

# Weekend Programs

## Cultural Arts Program (CAP) – 5 to 17 Years

Weekend program for members requiring child care. Your children may attend weekend classes with a CCF-contracted provider during the school year. The Cultural Arts Program helps to cultivate creative thinking, build confidence and develop leadership by offering your children the opportunity to experience and explore cultural and academic enrichment programming at New York City and metro-area institutions. Children will participate in activities such as dance, music, theater, fitness, arts and crafts and tutoring.

Name/Address/Contact	Sessions	Ages	Hours	Comments
<b>Bronx</b>				
<b>Bronx House</b> 990 Pelham Parkway South Bronx, NY 10461 Contact person: Arianna Aleman (718) 792-1800 www.BronxHouse.org/Performing-Arts	<b>Session I:</b> Winter 2025 <b>Session II:</b> Spring 2025 <b>Session III:</b> Fall 2025	5 yrs to 17 yrs	9:00 am to 5:00 pm	Activities provided: arts, cooking, dance, drama, drums, flute, guitar, music, piano, performing arts, sports clinics, swimming lessons, theater, tutoring, violin, visual arts
<b>Mosholu Montefiore Community Center</b> 3450 Dekalb Avenue (off Gun Hill Road) Bronx, NY 10467 Contact person: Mike Halpern (718) 882-4000 www.MMCC.org/Saturday-Fun	<b>Session I:</b> Spring 2025 <b>Session II:</b> Fall 2025	5 yrs to 11 yrs	9:30 am to 4:30 pm	Activities provided: arts/crafts, cooking, dance, fitness, gymnastics, martial arts, music, photography, team sports, theater, tutoring
<b>Brooklyn</b>				
<b>Hebrew Educational Society</b> 9502 Seaview Avenue Brooklyn, NY 11236 Contact person: Moshit Rivkin (718) 241-3000 www.thehes.org	<b>Session I:</b> Fall 2025 <b>Session II:</b> Spring 2026	5 yrs to 17 yrs	9:00 am to 5:00 pm	Activities provided: basketball, martial arts, music, soccer, swimming; activities for special needs children on Sundays  Activity exceptions may apply. Speak to the provider about details.
<b>Matchpoint NYC</b> 2781 Shell Road Brooklyn, NY 11223 Contact person: Yulia Penyevsky (718) 769-0001 www.matchpoint.nyc	<b>Session I:</b> Fall 2025 <b>Session II:</b> Spring 2026	5 yrs to 17 yrs	9:00 am to 4:00 pm	Activities provided: dance, gymnastics, soccer, swimming, tennis; fitness center available for children 16 years of age and older
<b>Long Island</b>				
<b>Hofstra University</b> Saturday Classes for Young People 250 Hofstra University Hempstead, NY 11549 Contact person: Madeline Schmidt (516) 463-7400, x213 www.Hofstra.edu/Academics/CE/ LifelongLearning	<b>Session I:</b> Winter 2025 <b>Session II:</b> Spring 2025 <b>Session III:</b> Fall 2025	5 yrs to 17 yrs	9:30 am to 12:30 pm	Activities offered: arts/crafts, cartooning, digital media, music, performing arts, programming, robotics, specialized high school admissions test (SHSAT) and regent prep, swimming, visual arts
<b>Manhattan</b>				
<b>Harlem School of the Arts</b> 645 St. Nicholas Avenue (near 141st Street) New York, NY 10030 Contact person: Amy Rosa (212) 926-4100, x343 www.HSANYC.org	<b>Fall 2025 - Summer 2026</b>	5 yrs to 17 yrs	Varies depending upon class selection	Classes offered: cartooning, dance, digital media and design, fashion, music, musical theatre, photography, private lessons, theater arts, visual arts

*\*Note: Transportation is not provided for any of the Cultural Arts Programs.*

**A \$100 co-payment is due by Wednesday, March 5, 2025. See pages 24–25 for more details.**

## Cultural Arts Stipend Program (CASP) – 5 to 17 Years

This program is similar to the Cultural Arts Program, except you must find your own provider that:

- Provides services on weekends;
- Has a tax identification number;
- Has been in existence for more than two years with an established arts, recreational or educational program;
- Has established course descriptions and a fee schedule; and
- Offers age-appropriate programming to children ages 5 through 17.

**If your provider meets all the above criteria, you may be reimbursed for the partial or total cost of the program up to a maximum of \$700. You must provide the CCF with proof of your tuition payment and documentation that the program meets the listed requirements.** If you need assistance finding a Cultural Arts Stipend Program in your area, contact Child Care Resource and Referral (CCR&R) Services at (212) 564-2220. See page 27 for information about CCR&R Services.

## School Recess Programs

**Note: All school recess program session dates are subject to change, according to the local public school calendar.**

### Holiday Program (HP) – 3 to 15 Years

This program provides child care when children are on school recesses in February and April. The CCF contracts with providers throughout New York City and the metro area. Check the Service Provider Search Tool ([www.1199SEIUBenefits.org/CCFProviders](http://www.1199SEIUBenefits.org/CCFProviders)) for more information. This program does **NOT** offer transportation and is scheduled according to the local public school calendar where the program is offered.

**A \$25 co-payment is due by Wednesday, February 5, 2025, for the winter session or by Wednesday, March 5, 2025, for the spring session. See pages 24–25 for more details.**

### Holiday Sleep-Away Program (HSAP) – 8 to 13 Years

The CCF provides the opportunity for your child to attend two sessions of sleep-away camp during the New York City public schools' winter and spring recesses. Each session is for five days and four nights at a facility accredited by the American Camp Association. This program provides round-trip transportation from the New York metropolitan area to the camp site.

Program activities are age-appropriate and designed to engage children in music, arts and crafts, team sports, outdoor recreation and nature exploration. There are also various STEAM options available in **s**cience, **t**echnology, **e**ngineering, the **a**rts and **m**ath. The Holiday Sleep-Away Program creates a safe, fun and educationally enriching experience for all participating children, who are encouraged to make new friends and are supported in their personal growth.

Program Description	Sessions	Ages	Hours	Transportation	Comments	Co-payment Deadline
<p>Hands In 4 Youth (the home of Camp Vacamas)</p> <p>256 Macopin Road, West Milford, New Jersey 07480</p> <p>(973) 838-0942</p> <p>www.HI4Y.org</p> <p>Participants attend camp at Hands In 4 Youth (the home of Camp Vacamas) in West Milford, New Jersey, for both the winter AND spring recesses. The camp has an American Camp Association-accredited facility with a heated living area, as well as indoor and outdoor program activity spaces.</p>	<p><b>Children are encouraged to attend BOTH sessions.</b></p> <p><b>Winter Session:</b> Monday, February 17, 2025 - Friday, February 21, 2025</p> <p><b>– AND –</b></p> <p><b>Spring Session:</b> Monday, April 14, 2025 - Friday, April 18, 2025</p>	8 yrs to 13 yrs	Sleep-away camp for two sessions	Round-trip transportation is provided from the New York metropolitan area to the camp site	<p>Sample of activities offered: arts and crafts, group games and team sports, scavenger hunts, low ropes challenge course, nature exploration, outdoor adventure and STEAM activity options in science, technology, engineering, the arts and mathematics</p> <p><b>Dates based on the New York City public school calendar.</b></p> <p>Breakfast, lunch, snack and dinner are provided.</p>	<p><b>One-time co-payment for both sessions:</b> Wednesday, February 5, 2025</p> <p><b>A refund will not be given if the child attends only one session.</b></p>

**A \$75 co-payment is due by Wednesday, February 5, 2025. See pages 24–25 for more details.**

**This program is taxable; members will receive a Form W-2 for this benefit and must file it with their taxes.**

## Teen Holiday Sleep-Away Program (T-HSAP) - 14 to 17 Years

This program is available to teens during the New York City public schools' winter and spring recesses at a facility accredited by the American Camp Association. The winter session runs seven days and six nights, while the spring session is five days and four nights. This program provides round-trip transportation from the New York metropolitan area to the camp site.

Program activities are age-appropriate and designed to engage teens in team building, leadership development, team sports, outdoor recreation and nature exploration. There are also various STEAM options available in science, technology, engineering, the arts and mathematics. The Teen Holiday Sleep-Away Program supports youth through their personal growth and development in an enriching, safe and challenge-based environment.

Program Description	Sessions	Ages	Hours	Transportation	Comments	Co-payment Deadline
<p>Hands In 4 Youth (the home of Camp Vacamas)</p> <p>256 Macopin Road West Milford, NJ 07480</p> <p>(973) 838-0942</p> <p>www.HI4Y.org</p> <p>Participants attend camp at Hands In 4 Youth (the home of Camp Vacamas) in West Milford, New Jersey, for both the winter AND spring recesses. The camp has an American Camp Association-accredited facility with a heated living area, as well as indoor and outdoor program activity spaces.</p>	<p><b>Winter Session:</b> Saturday, February 15, 2025 - Friday, February 21, 2025</p> <p><b>– AND –</b></p> <p><b>Spring Session:</b> Monday, April 14, 2025 - Friday, April 18, 2025</p>	14 yrs to 17 yrs	Sleep-away camp for two sessions	Round-trip transportation is provided from the New York metropolitan area to the camp site	<p>Sample of activities offered: team building, leadership development, debate, group games and team sports, low ropes challenge course, nature exploration, outdoor adventure and STEAM activity options in science, technology, engineering, the arts and mathematics</p> <p><b>Dates based on the New York City public school calendar.</b></p> <p>Breakfast, lunch, snack and dinner are provided.</p>	<p><b>One-time co-payment for both sessions:</b> Wednesday, February 5, 2025</p> <p><b>A refund will not be given if the teen attends only one session.</b></p>

**A \$75 co-payment is due by Wednesday, February 5, 2025. See pages 24–25 for more details.**

**This program is taxable; members will receive a Form W-2 for this benefit and must file it with their taxes.**



# Summer Programs

## Check Out Our Online Service Provider Search Tool

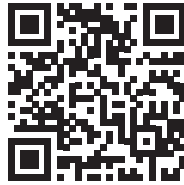
Our improved online Service Provider Search Tool replaces the Service Provider Booklet (Yellow Booklet) and offers members:

- User-friendly web access to find your Summer Day Camp and Holiday Program providers
- Search by program, neighborhood, age group and more
- Up-to-date provider and program information

[www.1199SEIUBenefits.org/CCFProviders](http://www.1199SEIUBenefits.org/CCFProviders)

Questions? Call (212) 564-2220 or email [CCFReg@1199Funds.org](mailto:CCFReg@1199Funds.org).

Scan the QR code below to get access.



## Summer Day Camp (SDC) – 3 to 17 Years

The CCF contracts with summer day camp providers in New York City and the metro area. Please see above for information on the Service Provider Search Tool to find camps that are close to your job or home. **The CCF will offer either transportation or extended hours (either AM or PM) if these services are provided by the camp.** This program offers day camp **ONLY**. This program does not include sleep-away camps.

**There is a per-week co-payment based on the number of dependents (see the chart below). Co-payments are due by Wednesday, March 5, 2025. See pages 24–25 for more details.**

## Special Needs Summer Day Camp (SNSDC) – 3 to 17 Years

To accommodate children with documented special needs, the CCF contracts with summer day camp providers that offer special needs programs in New York City and the metro area.

For more information on special needs eligibility, see pages 11-12.

**Co-payments are due by Wednesday, March 5, 2025. See pages 24–25 for more details.**

**Members' Weekly Co-payment for Summer Day Camp (SDC) and Special Needs Summer Day Camp (SNSDC):**

One Dependent	Two Dependents	Three Dependents	Four or More Dependents
\$50	\$38	\$28	\$24

## Summer Day Camp Reimbursement (SDCR) – 3 to 17 Years (for day camp only)

The CCF offers a Summer Day Camp Reimbursement (SDCR) for members living outside of New York City and the metro area. **This benefit can also be used for children who require special accommodations based on dietary or religious restrictions.** Payments are made directly to the camp provider. If you have already paid the provider, you can be reimbursed after submitting proof of payment. Weekly reimbursements are paid at the rates listed below.

- The CCF will **ONLY** make payments to day camps that are licensed by or registered with the city, county or state.
- On the application, indicate your reason for requesting the SDCR (based on location, religious or dietary restrictions).
- You may apply for SDCR for up to eight weeks.
- You may not use the SDCR for providers that have contracts with the CCF or for sleep-away camp programs. There are no exceptions to this rule.

### Members' Weekly Reimbursement for Summer Day Camp Reimbursements (SDCR):

One Dependent	Two Dependents	Three Dependents	Four or More Dependents
\$150	\$162	\$172	\$176

## Special Needs Summer Day Camp Reimbursement (SNSDCR) 3 to 17 Years (for day camp only)

The CCF offers a Summer Day Camp Reimbursement for members who have children with special needs.

- Reimbursement rates are based on the number of dependents. They are applicable **ONLY** after the required documents have been received and accepted.
- You may apply for SNSDCR for up to eight weeks.
- Payments are made directly to the camp provider. If you have already paid the provider, you can be reimbursed after submitting proof of payment.
- The CCF will only make payments to day camps that are licensed by or registered with the city, county or state.
- To assist you in your search for special needs summer day camp providers, and to inquire about reimbursement rates, contact Child Care Resource and Referral (CCR&R) Services at (212) 564-2220. See page 27 for information about CCR&R Services.

# Teen Programs

## WorkForce (WF) – 13 to 17 Years

### Academic Enhancement and Youth Development Program

#### Students must be attending high school as of September 2025

WorkForce (WF) is a year-round academic program designed to help teenagers succeed in high school, prepare for college and explore career interests. Students participating in this program will work to develop helpful study strategies, writing skills and college action plans. Students will also receive targeted academic support and gain test preparation experience for the PSAT, SAT, ACT, AP and New York State Regents Exams. **All accepted students and their parents are required to attend an orientation in winter 2025.** Current high school seniors are not eligible. Current eighth graders are eligible to apply. Note: Transportation and MetroCards are not provided for this program.

The WorkForce program operates at two locations: **Metropolitan Center for Urban Education, New York University**, 31 Washington Place, New York, NY 10003, and **Queens College Library, Queens College**, 65-30 Kissena Blvd, Flushing, NY 11367.

#### WorkForce Components for Program Year July 2025 through June 2026

##### 1. Summer Experience (July 2025 through August 2025)

- Summer Academic Experience: A four-week program focused on enhancing academic skills, career exploration and college planning.
- Summer Youth Employment Program: Must reside in one of the five boroughs AND be 16 years old as of June 3, 2025. Student should be interested in the healthcare field and able to commit to the full length of the summer program (six weeks).

##### 2. Saturday Academics (September 2025 through June 2026)

Students attend classes on select Saturdays. The academic component strengthens college and career readiness, builds life/leadership skills and promotes social/cultural development and community building.

##### 3. Pre-RN Track

Students accepted into WF who are considering a career in a nursing profession and who meet the Pre-RN Track's program requirements can apply for this year-round, career-focused academic and experiential learning program. Interested students can apply to the WF Pre-RN Track during orientation in winter 2025.

##### 4. Workshops and leadership experiences, including virtual events, are offered throughout the year, along with an annual retreat, which provides community-building, skill-building and problem-solving opportunities.

**There is no co-payment for this program. Please note that this program is taxable; members will receive a Form W-2 for this benefit and must file it with their taxes.**

## **SAT Prep (SAT) – Our 2025 program is offered virtually to eligible members with 11th grade students**

This 13-week virtual program takes place on Saturday mornings (February through May) and provides 11th graders with the proven skills and strategies needed to take the SAT. Students are offered an extensive essay-writing workshop to help prepare for the college application writing requirement. They will also receive guidance on the college application process.

**A \$100 co-payment is due by Wednesday, February 5, 2025. See pages 24-25 for more details. Please note that this program is taxable; members will receive a Form W-2 for this benefit and must file it with their taxes.**

## **Tax Liability**

The Internal Revenue Service (IRS) guidelines consider **some** CCF benefits to be taxable. If your benefit is taxable, you will receive a Form W-2 for the program amount, which must be filed with your taxes. You will be responsible for paying the taxes due on the program in which your child participated. However, it has been the CCF's experience that most members fall into the nontaxable (tax-free) category. The following questions and answers may help to clarify your understanding of tax liability.

### **Are some CCF benefits automatically taxable?**

Yes. Based on IRS guidelines:

- All benefits for children who are 13 years of age or older **at any point during a program are taxable.**
- The Holiday Sleep-Away Program and Teen Holiday Sleep-Away Program are taxable regardless of the child's age.

### **How do I know if the benefit is taxable?**

Use the Tax Certification Worksheet for Dependent Care Expenses on page 23 to determine the tax status of each program for each child. For every benefit you are requesting, read the ten statements on the worksheet. If any of the statements apply to you for that benefit, indicate "Yes" under the "Taxable?" column on the Program Selection Form section of the application. If none of the statements apply to you, your benefit is nontaxable. Indicate "No" under the "Taxable?" column on the Program Selection Form section of the application.

### **What do I do if the benefit is nontaxable?**

For nontaxable benefits, you will not have to pay any taxes on the benefit(s) unless the total cost of child-care benefits you received from all sources exceeds the IRS limits, which permits you to exclude the lesser of the following:

- \$5,000 for single or married filing jointly, and \$2,500 for married filing separately;
- Your earned income; or
- Your spouse's income, if you are married.

### **What do I do if the benefit is taxable?**

If your taxable benefit is a **direct cash reimbursement** (such as a Day Care Reimbursement, After-School Reimbursement, Cultural Arts Stipend or Summer Day Camp Reimbursement), the CCF will deduct the taxes due directly from your payment. For example, if you receive a Day Care Reimbursement benefit, the CCF will:

1. Determine the amount of taxes due based on the Form W-4 Employee's Withholding Allowance Certificate that you submitted during registration;
2. Deduct the taxes directly from your reimbursement; and
3. Send you a Form W-2 for the cost of your taxable benefit(s) by January 2025. A second Form W-2 will be issued to members approved for a Day Care or After-School Reimbursement by January 2026 for the fourth quarter that was paid to you in 2025.

If your taxable benefit is an **in-kind program, for which the CCF pays the provider directly on your behalf** (such as WorkForce, Summer Day Camp, Holiday Program, Holiday Sleep-Away Program, SAT Prep or Cultural Arts Program), the CCF will:

1. Determine the cost of your child-care benefit;
2. Determine and pay the payroll taxes associated with these program benefits. The CCF will pay both the employer's and your share of FICA and Medicare taxes due. Your share of the taxes paid is considered to be an additional benefit paid for by the CCF; and
3. Prepare and issue you a Form W-2 for the total value of the benefit at the end of the year. This will include the program's cost, plus your share of payroll taxes paid by the CCF. The Form W-2 will also indicate any related income tax withholdings (i.e., federal, state and local) due on the value of your benefit that have already been paid by the CCF on your behalf.

#### **What if I have to change the tax status of a program I selected?**

You must submit your tax status change request **in writing**. The CCF will not process your change until written notice is received. If you need to make changes to the tax status of any program you receive, please indicate the change on your Program Status Packet and return the signed document to the CCF.

#### **What if I am not sure whether or not the benefits are taxable?**

Consult your tax preparer or accountant to clarify any concerns that you may have.

*Note: The information in this section does not constitute specific tax or legal advice. Please consult with your tax professional.*

# Tax Certification Worksheet for Dependent Care Expenses

In order for you to determine whether the benefit for which you are applying is taxable or not, you must certify to important information regarding the benefit, your children and your employment status. Once accepted, you may change the tax status of the program if you believe it to be incorrect. Please read the information below carefully.

## Eligibility Rules and Limitations

For each program, read each of the ten statements below. For each program for each child, if any of the ten statements apply to you, indicate "Yes" under the "Taxable?" column on the Program Selection Form section of the application. If none of the statements apply to you, your benefit is nontaxable. Indicate "No" under the "Taxable?" column on the Program Selection Form section of the application.

- |   |                             |                              |
|---|-----------------------------|------------------------------|
| 1. Services are for the care of my dependent child, claimed on my tax return, who is 13 years of age or older <b>at any point during the program.</b>             | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Without adequate child-care services, I am still able to work.   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. All the children residing in my home are 13 years of age or older.   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Reimbursement will be used to pay one of my children, who is under 19 years of age, for caring for their younger sibling.                                      | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. I am paying for out-of-home care (family day care, camp, day care, etc.) that does not meet all of the state and local licensing or registration requirements. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6. My spouse is unemployed, is not looking for work, is not a full-time student and is capable of self-care.  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 7. My child spends less than eight hours a day in my home (child does not reside with me).  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 8. My child plans to attend one of the Holiday Sleep-Away Programs.   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 9. My child plans to attend the SAT Prep program.   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 10. My child plans to attend the WorkForce program.   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

# How Benefits Are Distributed

The CCF distributes benefits based on members' benefit history and seniority. The benefit distribution process begins with members with no benefit history and continues through to members with a benefit history until the budgeted monies are spent. Members acquire a benefit history with the CCF once they use a CCF program. Members are grouped by the year in which they last received a benefit and then by their seniority within that group. Members with no benefit history (usually first-time applicants) are considered first, before those with a benefit history. Finally, members with the most recent benefit history (i.e., they received a benefit in 2024) will be considered after everyone else.

## Notification of Benefit Distribution Results

Help us "go green" by logging into **MyAccount** and consenting to receive 1199SEIU Funds plan documents and other communications electronically. By giving your consent, you will be able to access your Child Care Fund benefit information quickly and conveniently while also helping to protect the environment.

Visit **[www.My1199Benefits.org](http://www.My1199Benefits.org)** today.

**Members will be notified electronically via the CCF website, email and text when the 2025 Distribution Results are available. If you have any questions, call the CCF at (212) 564-2220.**

## Payment Policy

### Electronic Payments for Reimbursements

The CCF issues reimbursements via a reloadable debit card, the Wisely Pay Card by ADP, which allows you to receive your reimbursement funds faster than with a paper check. Plus, you can use the card to withdraw funds, make purchases and pay bills. Other benefits of electronic reimbursement include: no check-cashing fees; no delayed or lost checks in the mail; and no waiting for deposited checks to clear the bank.

### Co-payments

If you are approved for a benefit that requires a co-payment, you must submit full payment with your Co-payment Invoice to the CCF.

- You are encouraged to use the CCF's easy and convenient online co-payment system, ePayments.
- You can access ePayments online through **MyAccount**. Making your co-payment online ensures the fastest processing of your co-payment.
- **To make your co-payment online, simply follow these steps:**

STEP 1: Log into **MyAccount** at **[www.My1199Benefits.org](http://www.My1199Benefits.org)**.

STEP 2: Click on the "Child Care" tab.

STEP 3: Select "ePayments" from the dropdown menu and follow the instructions.

Programs Requiring Co-payment	Co-payment Deadline	Payment Options	Important Notices
<ul style="list-style-type: none"> <li>• Cultural Arts Program (Mosholu Montefiore Community Center and Hofstra University)</li> <li>• Holiday Program (winter session)</li> <li>• Holiday Sleep-Away Program</li> <li>• SAT Prep</li> <li>• Teen Holiday Sleep-Away Program</li> </ul>	<p style="text-align: center;">Wednesday, February 5, 2025</p>	<p><b>Online:</b></p> <ul style="list-style-type: none"> <li>• Electronic checks</li> <li>• Credit/debit cards</li> </ul> <p><b>By Mail or In Person:</b></p> <ul style="list-style-type: none"> <li>• Certified checks</li> <li>• Regular checks</li> <li>• Money orders</li> </ul>	<ul style="list-style-type: none"> <li>• Credit/debit card and electronic check payments are only accepted online.</li> <li>• Make checks and money orders payable to: <ul style="list-style-type: none"> <li>» CCF – “1199SEIU/Employer Child Care Fund”</li> <li>» GNY-CCF – “1199SEIU/Greater New York Child Care Fund”</li> <li>» CNY-CCF – “1199SEIU/City of New York Child Care Fund”</li> </ul> </li> <li>• Mailed payments must be postmarked by the co-payment deadline.</li> </ul>
<ul style="list-style-type: none"> <li>• Cultural Arts Program (Harlem School of the Arts)</li> <li>• Holiday Program (spring session)</li> <li>• Summer Day Camp</li> <li>• Special Needs Summer Day Camp</li> </ul>	<p style="text-align: center;">Wednesday, March 5, 2025</p>		<ul style="list-style-type: none"> <li>• Postdated checks are not accepted.</li> <li>• Returned checks are subject to a \$25 fee.</li> <li>• Approved programs are dropped if checks are returned and/or if full payment is not made by the deadline.</li> </ul>

## Refunds

Co-payments are non-refundable once the CCF has either been billed by the service provider or has guaranteed payment to the service provider. If the CCF has not been billed or has not guaranteed payment, a co-payment refund may be possible.

## Loss of Approved Benefits

The following situations can result in a loss of benefits:

**Terminations and Layoffs.** All benefits will end 30 days after the date of your termination or layoff.

**Workers’ Compensation, Short-term Disability or NYS Paid Family Medical Leave.** Members receiving workers’ compensation, short-term disability or NYS Paid Family Medical Leave will continue their benefits for up to a maximum of 26 weeks combined. After this point, all CCF benefits will immediately end unless the member has returned to work. The CCF will require documentation from your employer confirming your return to work.

**Failure to Make Applicable Co-payments by the Deadline.** To claim the benefit for which you were approved, you must submit all applicable co-payments by the indicated deadline. If you fail to make your co-payment, your approved benefit will be canceled.

**Failure to Submit Required Reimbursement Forms.** If you do not return the required reimbursement forms within five days of the due date, the approved reimbursement will be canceled.



**Position (Title) Changes.** If you transfer to a non-Union position or to an 1199SEIU collective bargaining position that does not contribute to the Funds, your approved benefits will be canceled within 30 days.

**Employers' Failure to Make Payments to the Funds.** Members will receive a letter from the National Benefit Fund or the Greater New York Benefit Fund informing them of the termination date. All benefits will cease on the termination date indicated in the letter. If your employer makes the necessary payments before the termination date, your benefits will continue without interruption.

## **Program and Member Changes Requiring Written Notification**

### **Dropping an Approved Program**

You must notify the CCF in writing to drop a program for which you have been approved. The CCF will not consider a program officially dropped until a written notice is received. Requests must be made no later than four weeks before a program starts.

- You are responsible for notifying both the provider and the CCF in writing should you decide to drop a program. If you fail to notify the CCF of your decision to drop a program within the designated time period, you will be held responsible for any co-payments due.
- If the CCF is not properly notified in writing of your decision within the designated time period, the program will still be reflected on your benefit history; your co-payment may not be refunded; and you will be placed at the bottom of the distribution list by Union seniority and benefit history the following year.

### **Requesting Program Changes**

You must submit change requests to the CCF in writing. The CCF will not process the change request unless written notification is received. Requests for changes may be emailed to [CCFRegChanges@1199Funds.org](mailto:CCFRegChanges@1199Funds.org). Please include your full name and Member ID number.

- Only one program change is permitted.
- For programs that require a co-payment, change requests will not be considered if the co-payment is not paid by the deadline. Please refer to page 25 for co-payment due dates.
- Program changes are only available within the same program type. For example, you may be able to transfer from one summer day camp provider to another summer day camp provider. Changes between two different program types, for example, from a holiday program to a summer day camp, are not permitted.
- Changes must be requested at least four weeks before a program starts or before the provider's stipulated withdrawal deadline, whichever comes first.
- No change request is guaranteed.
- All program changes are subject to availability.

# **CCF Resources**

## **Child Care Resource and Referral Services**

The Child Care Resource and Referral (CCR&R) Services team helps families take the guesswork out of finding child care, summer day camp and after-school programs. To provide this service, the CCR&R team collects and maintains up-to-date information about all types of services and resources. For example, the CCR&R team will provide members with a customized list of providers based on the requested zip code. This information enables members to make the best choices from a variety of licensed/registered providers. This service is free! Eligible members may call (212) 564-2220 or email [CCFReferral@1199Funds.org](mailto:CCFReferral@1199Funds.org) for assistance.

## **Parenting Seminars and Workshops**

Parenting seminars and workshops, offered year-round, provide parents with information and access to resources on a wide array of topics, ranging from child care to summer day camp and summer youth employment. Post-secondary education seminars and workshops cover topics such as preparing your teen for college, financial aid, teen driving and Internet safety. Other seminar and workshop topics include special needs child care, knowing how to use your child-care benefits and much more. Experts in their respective fields conduct the seminars and workshops. Seminars and workshops are free, and some are available virtually. Advance enrollment is required. For more information on upcoming seminars and workshops, visit [www.1199SEIUBenefits.org/childcare](http://www.1199SEIUBenefits.org/childcare).

# **CCF Volunteer Opportunities**

## **Advisory Committee**

The CCF Advisory Committee comprises 1199SEIU members from participating collective bargaining units who help to shape CCF programming. They do this by providing information and feedback on programs in various communities, and by acting as a liaison between collective bargaining units and the CCF. In addition to this vital role, members of the Advisory Committee volunteer their time at Fund-related events and assist with the registration process. Individuals interested in joining the Advisory Committee should call (212) 564-2220 or email [PSU\\_SVCS@1199Funds.org](mailto:PSU_SVCS@1199Funds.org).

# Appendices

## Appendix A: Instructions for Completing the Program Selection Form on the Application

**Priority:** Using numbers (1, 2, 3...), list your program selections in order of importance. Priority numbers cannot be repeated.

**Child's First Name:** Print the first name of the child for whom you are requesting a program.

**Program Initials:** Write only the program initials as they appear in this Registration Information Booklet.

**Provider's Name:** Write the name of the camp listed in the Service Provider Search Tool or the full name of your child-care center or provider. For example: Fun Time Summer Camp, Five Boroughs Day Care Center, Sue Smith (babysitter).

**Weeks** (for Summer Day Camp (SDC)): Refer to the Service Provider Search Tool for number of weeks offered by the summer day camp. **Please note:** The number of weeks is subject to change.

**Extras** (for Summer Day Camp (SDC)): Refer to the Service Provider Search Tool for extras offered by the summer day camp. If offered, choose either transportation or extended hours (AM or PM; the CCF will only pay for one). **Please note:** The availability of transportation or extended hours is subject to change.

**Reason** (for Summer Day Camp Reimbursement (SDCR)): Indicate the reason you are requesting a Summer Day Camp Reimbursement (based on location, religion or diet).

**Taxable:** Some benefits may be taxable. To determine "Yes" or "No," refer to the Tax Certification Worksheet for Dependent Care Expenses on page 23. Some benefits are automatically taxable, such as the Holiday Sleep-Away Program (HSAP), SAT Prep (SAT) and WorkForce (WF).

# Appendix B: Sample Application

VALID FOR ONE YEAR ONLY  
DO NOT FAX OR MAIL



## 1199SEIU Child Care Funds 2025 Program Application

Virtual registration is by appointment only.

Facebook icon Twitter icon @1199SEIUChildCare

### FOR OFFICE USE ONLY

CCF \_\_\_\_\_ GNY \_\_\_\_\_ CNY \_\_\_\_\_  
 In-house     Field     Virtual

Received by/Date \_\_\_\_\_ Entered by/Date \_\_\_\_\_  
 Edited by/Date \_\_\_\_\_

HOSPITAL REFERENCE CODE

### Member Information

Member's full name: \_\_\_\_\_

9876543210  
MEMBER ID # \_\_\_\_\_

Jane \_\_\_\_\_ Doe \_\_\_\_\_  
FIRST NAME LAST NAME

21 Park Avenue \_\_\_\_\_  
ADDRESS

Brooklyn \_\_\_\_\_ NY \_\_\_\_\_ 11206 \_\_\_\_\_  
CITY STATE ZIP CODE

**Save time! Register online at:**  
**www.1199SEIUBenefits.org/ChildCare**

Have you registered before?  Yes  No

Are you a first-time member?  Yes  No

Would you prefer to receive the *Program Status Letter* via postal mail?  Yes  No

Would you like to receive text messages?  Yes  No

JTDoe@mycomputer.com  
PERSONAL EMAIL (NOT WORK)

JaneDoe@myschooledu  
ALTERNATE EMAIL (OPTIONAL)

(718) 555-1234  
PREFERRED PHONE

Home  Cell

### Work and Family Information

Our Lady of Five Boroughs Nursing Home  
EMPLOYER NAME

Radiology \_\_\_\_\_ Data Entry Clerk \_\_\_\_\_ (212) 555-2345 \_\_\_\_\_ 239 \_\_\_\_\_  
DEPARTMENT POSITION WORK PHONE EXT.

8:00 AM \_\_\_\_\_ 4:00 PM \_\_\_\_\_  
WEEKLY HOURS: START (AM/PM) END (AM/PM)

6 \_\_\_\_\_ 2 \_\_\_\_\_ 4 \_\_\_\_\_ Wage/Eligibility Class 1 Hourly Rate: \$25.00  
\$52,000

FAMILY SIZE: \_\_\_\_\_ NUMBER OF ADULTS \_\_\_\_\_ NUMBER OF CHILDREN \_\_\_\_\_ GROSS FAMILY INCOME (OPTIONAL) \_\_\_\_\_

HOSPITAL REFERENCE CODE \_\_\_\_\_ UNION DATE OF HIRE \_\_\_\_\_

### Child(ren)'s Information (only children under 18 years old)

Susan Doe CHILD'S NAME 11/04/2021 _____ 3 _____ DATE OF BIRTH (MM/DD/YYYY) AGE GRADE DOES YOUR CHILD HAVE SPECIAL NEEDS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Melody Doe CHILD'S NAME 02/25/2014 _____ 10 _____ 5 _____ DATE OF BIRTH (MM/DD/YYYY) AGE GRADE DOES YOUR CHILD HAVE SPECIAL NEEDS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Roger Doe CHILD'S NAME 06/25/2010 _____ 14 _____ 9 _____ DATE OF BIRTH (MM/DD/YYYY) AGE GRADE DOES YOUR CHILD HAVE SPECIAL NEEDS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Keith Doe CHILD'S NAME 07/23/2008 _____ 16 _____ 11 _____ DATE OF BIRTH (MM/DD/YYYY) AGE GRADE DOES YOUR CHILD HAVE SPECIAL NEEDS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

INSTITUTION/FACILITY

(THIS SECTION FOR OFFICE USE ONLY) MEMBER'S FULL NAME

**REGISTRATION ENDS ON THURSDAY, OCTOBER 31, 2024, AT 4:00 PM**

# Program Selection Form

Please refer to the Registration Information Booklet and Service Provider Booklet for program details.  
List programs in order of priority (1, 2, 3...), which the CCF will follow, if approved.

Priority	Child's First Name	Program Initials	Provider's Name	Weeks (SDC)	Extras (SDC)	Reason (SDCR)	Taxable?
1	Melody	SDC	Fun Time Summer Camp	8	Transportation		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes
							<input type="checkbox"/> No <input type="checkbox"/> Yes

## Acknowledgment

By signing below, I confirm that the information provided on this form is accurate and complete. I am requesting child-care benefits for my child(ren) as indicated above. I understand that I must also fill out and submit the Parent Waiver and Release Form along with this application.

I understand that the approval of this application by the 1199SEIU Child Care Fund is not automatic. Once the application and all required documents are received, they will be reviewed. If the application is considered complete, it will enter the distribution process. The benefit distribution process starts with members with no benefit history and continues through to members with a benefit history until the budgeted funds are exhausted.

Applicants who fail to submit the required application and documents by the deadline will not be considered for distribution.

Jane T. Doe  
MEMBER'S FULL NAME (PLEASE PRINT)

*Jane T. Doe*  
SIGNATURE

9876543210  
MEMBER ID

09/07/2024  
DATE (MM/DD/YYYY)

## Waiver, Release and Certification

### Parent Waiver

I am the parent/guardian of the minor child(ren) as indicated on the 1199SEIU Child Care Funds (“CCF”) or 1199SEIU/Employer Child Care Corporation (“CCC”) program application, and I give permission for my child(ren) to participate in any CCF- or CCC-sponsored program.

I understand that while the CCF/CCC is providing complete or partial payment or reimbursement for these programs, the CCF/CCC is not running the programs, but is contracting with different organizations (“providers”) that are running the programs. I acknowledge that the CCF/CCC assumes no responsibility whatsoever for the manner in which the programs are conducted, the activities that may be performed or any other matter related to or arising out of the programs.

Therefore, in exchange for payments for my child(ren)’s participation in the programs, I release and discharge the CCF/CCC and any of its Trustees, Directors, officers, employees, affiliates, successors, assigns and agents (whether acting in their individual capacity or as agents of the CCF/CCC) from any and all liability, responsibility or claims (including, but not limited to, claims for negligence) present and future, known or unknown, pertaining to any accident, injury, damage, or loss to person or property which may occur during the course of my child(ren)’s participation in the programs. Furthermore, I acknowledge and agree that I will not take action against the CCF/CCC for any accident, injury, damage or loss to person or property resulting from my child(ren)’s participation in the subcontracted portions of the programs. This in no way limits my right to take such action against the providers

I understand that CCF/CCC programs will reserve the right, in their sole discretion, to transition any in-person programming to virtual as a result of COVID-19 or other public health reasons, based on New York State guidelines for the latest response to any public health restrictions, public health outbreaks or any additional emergencies.

### Media Release

I hereby give permission for my child(ren) to be photographed and/or videotaped while participating in the programs and agree that these photographs and/or video images may be used by the CCF/CCC or by 1199SEIU United Healthcare Workers East or on their behalf by CCF/CCC-approved third parties for promotional materials and other media to promote the CCF/CCC and/or the programs.

### Authorized Consent for Emergency Medical Treatment

I do hereby give authority to the CCF/CCC and programs staff to obtain necessary emergency medical treatment for my child with the understanding that the parent(s)/guardian(s) will be notified as soon as possible.

### Tax Certification

I certify that I have read the Tax Certification Worksheet for Dependent Care Expenses and that these expenses for which programs or reimbursements claimed will be incurred by me and are not payable by any other source. I further declare that I will not deduct these expenses on my federal, state or local income tax returns. I further certify that if I selected “Yes” where applicable when asked “Taxable?” on the Program Selection Form section of the application, I am taxable for the CCF/CCC benefits and I understand that federal, state and local taxes will be withheld, and that a Form W-2 will be issued at year’s end

I certify that if I selected “No” where applicable when asked “Taxable?” on the Program Selection Form section of the application, I am seeking the CCF/CCC benefits to enable me to be gainfully employed and responsible for the care of my dependent(s) under the age of 13 and that the benefits are not payable from any other source. I further certify that I have read and understood the eligibility rules and limitations set forth on the Tax Certification Worksheet for Dependent Care Expenses, that I meet the conditions for tax-exempt benefits and that I am eligible to receive tax-exempt benefits from the CCF/CCC.

I will sign and return all required documents for the program by the scheduled designated program due date. If I do not drop or change my benefit by the stated deadline, I may receive a CCF/CCC benefit history and a Form W-2 for the value of the full benefit in January of the following year.

I have read this waiver and release, understand and accept its terms and execute it voluntarily and with full knowledge of its importance.

---

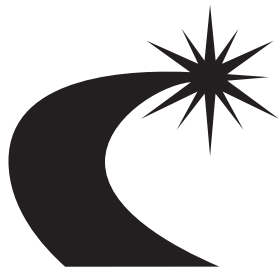
MEMBER’S FULL NAME (FIRST, LAST)

MEMBER’S ID

X

MEMBER’S SIGNATURE

DATE



**1199SEIU Child Care Funds**

Tel: (212) 564-2220 | Fax: (212) 629-8264

[www.1199SEIUBenefits.org/childcare](http://www.1199SEIUBenefits.org/childcare)



@1199SEIUChildCare • #1199SEIUChildCare