



## Subsidy for Occasional, Unplanned, and Respite Care Expenses (SOURCE) Program

### FAQ

#### Eligibility and Registration

- Q What is SOURCE?
- o SOURCE stands for Subsidy for Occasional, Unplanned, and Respite Care Expenses. SOURCE reimburses up to \$350 of back-up dependent care expenses per year per eligible employee.
  - o The \$350 will be set aside as a reserve fund for those registered to submit their claims against. Unused funds will be forfeited.
- Q How do I know if I am eligible?
- o You are eligible for SOURCE if you:
    - Are a benefits-eligible Harvard employee (includes administrative and professional staff, members of HUCTW, Service and Trade unions staff and non-bargaining unit support staff, faculty and postdoctoral fellows) on the regular Harvard payroll, *and*
    - Earn less than \$70,000 on an annualized basis (full-time equivalent based on 35-hour work week).
  - o If you and your spouse are both eligible employees as outlined above, you can both register and be eligible for \$350 each.
- Q How is the income ceiling calculated?
- o The income ceiling is calculated on an annualized basis. If you work part-time, your annualized income is what your salary would be if you worked full-time, according to your employee group (35 hours).
- Q How do I register?
- o Complete the form [here](#) and email, fax, or mail it to the Office of Work/Life.
  - o A confirmation email will be sent to you.
  - o You only need to register once – your continued eligibility will be determined at the beginning of each fiscal year.
- Q What if my position changes at Harvard and I am no longer eligible?
- o Eligibility of those employees already registered will be checked once per year at the start of the fiscal year.
  - o Those employees who are no longer eligible for the SOURCE Program (earn too much on an annualized basis, or who are no longer eligible to receive benefits from Harvard University) at that time will be contacted.
  - o Employees in this position can claim for the previous fiscal year but will not be part of the program going forward unless they become eligible again.

## **Dependent Back-up Care Requirements**

- Q What kinds of care does SOURCE help pay for?
  - o SOURCE defrays the costs of occasional and back-up care for your dependents when you need to work. It can cover unplanned care for a snow day, or a day when your usual caregiver is sick. It can also be for the kind of care that is planned but only needed occasionally, such as school vacation days or special work-related events outside of regular work hours.
  
- Q What kinds of care does SOURCE NOT help pay for?
  - o SOURCE cannot pay for your regular, usual care on an ongoing basis, such as a child care center, nanny, or after-school program for a child, or a day-program or caregiver for an elder dependent.
  - o It also cannot pay for care that is not work-related.
  
- Q What kinds of caregivers/providers can I use to claim the SOURCE funds?
  - o SOURCE funds can be reimbursed for back-up dependent care provided by Harvard's other back-up care services (such Parents in a Pinch or the School Vacation Program) or other care providers including a friend, neighbor or family member who does not live with you.
  - o It cannot be used to reimburse expenses for care provided by your spouse or an elder's spouse.
  
- Q What kinds of dependents does SOURCE help pay for?
  - o SOURCE can help defray the costs of back-up and occasional care for dependent children, dependent elders or other adults, and even for you, the employee.
  
- Q Must I be reimbursed, or can SOURCE pay my caregiver/Provider directly?
  - o SOURCE can only reimburse you, the Harvard employee. The program cannot pay your caregiver directly.

## **Submitting a Claim to the SOURCE Program and Receiving Your Reimbursement**

- Q How do I submit a claim for reimbursement?
  - o You need to register for SOURCE before you can submit a claim. To register, please complete and submit this [form](#).
  - o Once your registration has been confirmed by the Office of Work/Life, you can complete and submit a [claim form](#).
  - o Make sure your Provider completes all of their information in their section.
  
- Q How will I receive the reimbursement?
  - o Your reimbursement will be made through your Harvard paycheck.
  
- Q Are taxes withheld from my SOURCE reimbursement?
  - o Because this type of reimbursement payment is considered additional income by the IRS, taxes are withheld at the supplemental-income rate, which varies from year to year

but tends to be approximately 36 percent. When you see your SOURCE payment in your paycheck, it will reflect this tax withholding.

Q How soon will I receive reimbursement?

- Claims will be accepted on a rolling basis and processed in a batch on the 15<sup>th</sup> of each month
- If you submit your claim for by the 15<sup>th</sup> of the month, you can expect to see your reimbursement in the next available paycheck.
  - Weekly: last paycheck of the month
  - Bi-weekly: next available paycheck of the month or first of the following month
  - Monthly: that month's paycheck
- An email will be sent to you notifying you in which paycheck to expect your reimbursement.

Q What is the final deadline for each fiscal year?

- The SOURCE Program runs on Harvard University's fiscal year: July 1<sup>st</sup> through June 30<sup>th</sup>.
- The final deadline for submitting any claims for a fiscal year will be July 15<sup>th</sup> for the fiscal year ending June 30<sup>th</sup> of that year (immediately after the fiscal year end).
- Expenses submitted after July 15<sup>th</sup> for dependent back-up care in a previous fiscal year cannot be processed.

Q What should I do if I don't see the payment in my paycheck?

- If you submitted your completed claim form to the Office of Work/Life by the 15<sup>th</sup> of any month the SOURCE payment will generally appear in the next available paycheck near the end of the month. An email will be sent to you notifying you in which paycheck to expect your reimbursement.
- Your SOURCE payment will be listed as CCF (Child Care Fellowship) in the gross section of your pay advice. Remember that the amount you see in your paycheck will reflect the amount you were reimbursed, less the taxes withheld.
- If you do not see any amount or believe the amount is incorrect, please email [worklife@harvard.edu](mailto:worklife@harvard.edu)