



**HARVARD**  
Human Resources  
WORK/LIFE

# The SOURCE PROGRAM

**SOURCE** (Subsidy for Occasional, Unplanned, and Respite Care Expenses) Program is a reimbursement program that helps income-eligible employees get to work when regular child or adult care is unavailable or falls through. This service reimburses you for the cost of back-up care provided by a friend, neighbor, relative, other in-home provider, or licensed child/adult care center.

Harvard University will subsidize 100 percent of the cost of the back-up care you choose, **up to \$350 per employee per year**.

These funds will be disbursed to you through your paycheck and taxes will be withheld at the supplemental tax rate.

## Eligibility:

You can take advantage of this program if you:

- Are a benefits-eligible Harvard employee (includes administrative and professional staff, members of HUCTW, Service and Trade Unions staff non-bargaining unit support staff, faculty, and postdoctoral fellows) on the regular Harvard payroll and **earn less than \$75,000** on an annualized basis.

## Deadlines:

- Claim forms submitted by the 15<sup>th</sup> of any month will typically be added to the paycheck closest to the end of the month. Claim forms submitted after the 15<sup>th</sup> of the month will be processed the following month.
- The final deadline to submit any claim forms in a fiscal year (July-June) is July 15<sup>th</sup> – immediately past the fiscal year end. Forms submitted after this date for the prior fiscal year cannot be reimbursed.



**Learn more on HARVie:**

**<https://hr.harvard.edu/source-program>**

**Download a claim form here**  
(over for claim form)

Contact us at 617-495-4100, or [worklife@harvard.edu](mailto:worklife@harvard.edu)