

COVID-19 Child Care Reimbursement

ADD CHILD TO PROGRAM



King County

Use this form, along with additional required documentation, to enroll the following eligible children in the COVID-19 Child Care Reimbursement Program. Return completed form and documentation to Benefits, Payroll and Retirement Operations.

- Enroll child age 12 or younger who is not enrolled in your King County employee medical plan. Required documentation: Birth certificate, adoption/placement papers, or court documents establishing legal custody.
- Enroll child age 13 or older with a disability or special needs. Required documentation: Letter of diagnosed medical disability or an Individualized Education Program (IEP).

1. Employee Information

Last _____ First _____ MI _____

Employee ID _____ Phone _____ Email _____

2. Enroll Eligible Children

Add child age 12 or younger (biological, step child, adopted child, legal ward), or child age 13 or older with special needs or disability.

Relation to Employee	Full Legal Name	Birthdate	Office Use Only Verified/Date
			<input type="checkbox"/> _____

3. Attestation & Signature

This information is true, correct and complete and amends previously submitted information. I understand the willful falsification of any information I have provided may lead to disciplinary action up to and including discharge from employment. To the best of my knowledge my statements on this claim submission are complete and true. I understand that I am solely responsible for the sufficiency, accuracy, and veracity of claims and all information related to these claims submitted to the COVID-19 Child Care Reimbursement Program and that unless an expense for which payment or reimbursement is claimed is a qualifying expense under such benefit, I may be liable for the entire amount reimbursed. I am claiming childcare reimbursement for eligible childcare expenses incurred by myself or my spouse during the program reimbursement period and certify that these expenses have not been reimbursed under this plan or by any other source and that they will not be reimbursed by any other source or insurance. Note: The COVID-19 Child Care Reimbursement Program is administered under the rules of IRC Section 139 and, as such, any reimbursement I receive under this program is not considered taxable income. I understand and have reviewed the COVID-19 Child Care Reimbursement Program rules at kingcounty.gov/benefits/covid19-childcare.

Signature _____ Date _____

Office use only	Date received	Processed by	Audited by	Date effective

Revised: 01042021