CASE Program
Childcare Reimbursement Policy Statement

The CASE Program Childcare Reimbursement reimburses CASE students for childcare they pay for while attending CASE events. This may include the CIS 100 class.

The purpose of this reimbursement is to allow CASE students to attend CASE sponsored events who would otherwise be unable attend due to economic barriers surrounding childcare. Students will express their financial need as a barrier through a statement of need. This statement of need will specifically address why the student could not attend CASE sponsored events without the CASE childcare reimbursement.

**Procedures**
- CASE students must complete a CASE Childcare Reimbursement Application
- Once the childcare application is completed, turned in to a CASE staff member and the Provider ID is verified with the State of Oregon, the CASE student will receive a CASE Childcare Tracking sheet.
- CASE students will then track childcare hours with the tracking sheet. One tracking sheet should be used per child.
- The tracking sheet should be completed and turned in to a CASE staff member on a monthly basis.
- The CASE student will then receive a tracking sheet for the following month.
- CASE cannot guarantee reimbursement if the tracking sheet is incomplete and/or if the paperwork is not turned in monthly
- The CASE Program reserves the right to terminate the childcare reimbursement at any time if responsibilities of the CASE student are not upheld.

**Policies**
- The childcare provider must be licensed with the State of Oregon.
- The maximum amount a CASE student can receive in childcare reimbursement is $1000.00 per academic year.
- Children up to the age of 12 will be eligible for reimbursement
- CASE students are responsible for paying their provider, CASE will reimburse the student.
- CASE students must sign, date and agree to all information on the Childcare Reimbursement Application
- 4 children per CASE student are eligible to claim for the CASE childcare reimbursement
- The rate for CASE childcare reimbursement is $1 per hour per child
- If there are any changes in any of the childcare or provider information CASE must be notified immediately