



PORTLAND PUBLIC SCHOOLS
Child Care Stipend Request Form

To receive the child care stipend, eligible employees must submit this form to their administrator or supervisor within 90 days of the completion of the child care. Receipts for each month of eligibility must be included. If care is provided by a friend or family member who live outside the home, a written statement signed by the individual providing care that includes the name of the provider, name of the child(ren), dates care was provided, and a statement confirming the provider lives outside of the employees home will suffice in lieu of a receipt.

The timecard keeper for your school or department will be responsible for submitting the stipend request to Payroll. Stipend payments are taxable and will be available on the employee's next paycheck.

You are **eligible** for the child care stipend each month if you meet all of the following criteria:

Note: substitutes who are in an assignment that lasts the duration of hybrid are also eligible if they meet all the following criteria as well.

- You need care for your children ages 14 and younger (or older children who have additional care needs) in order to return to in-person work; and
- Your job requires you to work regularly in-person at your school or other worksite; and
- You are working your scheduled time or are on a protected leave of absence.
- Your children's child care services are provided by someone who is not a member of your or your child's household

The reimbursement is up to \$300 per month per eligible child during the coverage period and shall be prorated for employees working less than 1.0 FTE and for the portion of a month in which an eligible employee is on a protected leave of absence. Stipend payments are taxable.

You are **not eligible** for the child care stipend for any month if any of the following apply:

- You are on a non-protected leave of absence.
- You are regularly scheduled to work less than 0.5 FTE
- You are a limited term employee or a non-instructional athletic coach
- You are a Central Office-based staff who continues to work mostly remotely
- You are a substitute (educators, paras, admins, secretaries) not in an assignment that lasts the duration of the hybrid period (March 29 (PK-5) or April 19 (middle and high school) through the end of the school year)

The stipend is allocated per child. In situations where both parents work for PPS and are eligible for the stipend, only one stipend per eligible child per month will be paid. For eligible parents living together with children in the same household or who live in separate households, only one parent may request the stipend.

EMPLOYEE INFORMATION			
Employee Name:		Employee ID #:	
Location:		Current Assignment:	
CHILD CARE INFORMATION			
Names of all eligible children age 14 and under (or older children who have additional care needs) in the household receiving child care:			
Child Care Provider(s): Note – the child care provider must be someone who lives outside the home			
Months for which you are eligible to receive the stipend		<input type="checkbox"/> April 2021	<input type="checkbox"/> May 2021 <input type="checkbox"/> June 2021
SIGNATURES			
I certify that I am eligible for the child care stipend based on the criteria above.			
Employee Signature:		Date:	
I certify that the employee worked regularly in person for the time period of this reimbursement request.			
Administrator/Supervisor Signature:		Date:	
OFFICIAL USE ONLY - Scan approved forms along with normal monthly time reports and send to Payroll			
Time card keyer name:			
<input type="checkbox"/> Verify Receipt(s) attached	<input type="checkbox"/> Entered in Payroll	# of children: _____	Date Entered: _____