

Dependent Care Reimbursement Plan (CareFlex)

If you are one of many people who spend money on dependent care, a dependent care flexible spending account can make these expenses more affordable. If you are a participant in the MDOT Cafeteria Plan, you may set aside up to \$5,000 annually into the Dependent Care Reimbursement Plan (CareFlex). Through pre-tax deductions, participating in CareFlex reduces your taxable income and increases your take home pay.

Guidelines to follow when considering dependent care reimbursement:

- Eligible dependents include children under age 13, a disabled child, or a disabled spouse.
- To be eligible, you must be working while your dependent(s) receive care.
- If you are married, both you and your spouse must work or your spouse must be a full time student or disabled and unable to provide for his or her own care.
- If you are single or head of household, you need an annual income over \$20,000.
- If you are married and filing a joint return, total household income needs to be over \$30,000.

Expenses eligible for reimbursement are those incurred to enable you to be gainfully employed and include:

- Charges from a licensed nursery school or licensed day care center.
- Charges from individuals, other than your dependents, who provide care for your children in or outside your home.
- Expenses for housekeepers, maids or cooks in your home specifically caring for your dependents. The food and lodging of these individuals in your home are also eligible expenses.
- The IRS will not allow a day care registration fee as a deduction under dependent care.

Documentation required when submitting a claim for dependent care reimbursement:

- A receipt from a third party, such as a day care center, or individual showing the dates of service and charges. (Cancelled checks are not acceptable since they usually do not show the dates of the daycare).
- You must provide the name, address, and tax identification number of the provider. If you use an individual, the tax identification number will be his/her social security number. The provider can be a relative as long as it is not someone you claim as a dependent on your income tax.
- You will be required to provide the name, address, and social security (or other taxpayer I.D. number) of your day care provider on your federal income tax forms at year's end.

For more information regarding the Dependent Care Reimbursement Plan (CareFlex), utilize the contact information below. Reimbursement request forms may be found by visiting the Glynn Griffing & Associates website.

Contact Information

Glynn Griffing & Associates
Website

1-800-326-4885
www.glynn.info