

## County of Santa Clara Employee Childcare Assistance Program

Welcome, County of Santa Clara employees!

The County of Santa Clara is pleased to offer a new childcare benefit plan for county employees. Also called the County of Santa Clara Employee Childcare Assistance Program (ECAP), this plan is meant to ease the burden of rising childcare costs that many families are facing.

Beginning May 1, 2022, P&A Group will be assisting with the new childcare plan. On page 2 is a detailed FAQ to answer your questions as we transition to this new program.


### Here is an overview of how the ECAP works:


- 1 You will receive an initial notification via e-mail from P&A Group introducing the program. Included in this communication will be a link to electronic form that you will be required to complete in order to see if you qualify for the program.
- 2 If you meet the eligibility guidelines, your benefit will be paid in your paycheck. If you do not meet the eligibility guidelines, we will notify you.
- 3 After you receive your payment, you will have 60 days to submit proof that you spent the funds on childcare expenses. Documentation of your childcare expenses must be uploaded to P&A Group's secure web portal at [www.padmin.com](http://www.padmin.com). **Failure to provide documentation within the 60-day window will result in the payments ending and no further funds will be included in your paycheck.**




Eligible employees can save significantly on childcare expenses with this new program. See page 2 for more information!

### P&A Participant Support Center

 17 Court Street, Suite 500 Buffalo, NY 14202

 (408) 222-1616

 [www.padmin.com](http://www.padmin.com)

# County of Santa Clara Employee Childcare Assistance Program

## 1. What is the County of Santa Clara Employee Childcare Assistance Program?

The County of Santa Clara Employee Childcare Assistance Program (ECAP) is a new benefit that provides payment for childcare expenses for your dependent children who are under age 6 as of May 31, 2022. The services must be provided by a licensed daycare provider. Please carefully review who is eligible to receive payments from the plan below.

## 2. Who is eligible to receive payments from the plan?

All active, full-time coded employees who have dependent child(ren) under age 6 and whose adjusted gross household income is less than \$119,999 annually as indicated on IRS Form 1040 are eligible for the program. Employees who do not meet these requirements will be ineligible for payments from this plan. Part-time coded employees, extra help, per diem and contractors are not eligible for the plan.

## 3. How much am I eligible to receive?

Payments are based on your annual household income tier. The grid below illustrates the different benefit amounts based on total household income:

| Annual Household Income Tier | Bi-Weekly Amount Paid to Employee | Maximum Annual Amount Paid to Employee |
|------------------------------|-----------------------------------|--|
| Less than \$60,000           | \$192.30                          | \$5,000.00                             |
| \$60,000 - \$79,999          | \$153.84                          | \$4,000.00                             |
| \$80,000 - \$99,999          | \$115.38                          | \$3,000.00                             |
| \$100,000 - \$119,999        | \$76.92                           | \$2,000.00                             |

## 4. How do I apply for the benefit?

You must complete the required eligibility paperwork from P&A Group in order to be considered for the plan. P&A will e-mail you the link to complete the electronic eligibility form. Once your eligibility is confirmed, you will receive payments from the plan directly in your paycheck. If you do not meet the eligibility requirements, you will be notified via e-mail.



## 5. What documentation do I need to submit to P&A Group?

You will be required to substantiate your childcare expenses. Please upload proof of your childcare expense through P&A Group's secure web portal at [www.padmin.com](http://www.padmin.com). To log into your account, select "Participant" in the login box under user type and select "Reimbursement Account" under account type. Once logged in, go to Member Tools and select Upload Claim/Documentation. Choose New Claim and follow the prompts on your screen.

**If you do not provide documentation of your childcare expenses to the P&A Group within 60 days of receiving payment in your paycheck from the County, you will no longer receive payments in your paycheck.**

**PLEASE NOTE:** all documentation must be uploaded through P&A Group's web portal. Mail/fax/e-mail are not acceptable methods of submission.

### P&A Group Participant Support Center

Hours: Monday – Friday, 5:30 a.m. – 7:00 p.m. PT

Website: [padmin.com](http://padmin.com)

Phone: (408) 222-1616