

**Regular Child Care Subsidy Program
Receipt for Child Care Services**

To request reimbursement

- 1) Pay for child care.
- 2) Complete this form, sign it, and ask your childcare provider to sign.
- 3) Scan the signed receipt.
- 4) Go to your MyUI child care account and request reimbursement. Answer questions on form, attach your receipt, and submit request.
- 5) You will receive a pop-up message when your receipt is accepted into our system.
- 6) Your payment will be processed within 10-14 business days.

Complete Name of the Student Parent:

Student Identification Number of the Student Parent:

Student Status: Graduate/Professional Student Undergraduate Student

Complete Mailing Address of the Student Parent:

Complete Name of Child(ren) Receiving Child Care:

Dates of the Paid Child Care:

Amount PAID for care given on these dates:

Number of Hours of Child Care normally used each week (please check)

0 to 20 hours per week

21 and more hours per week

Complete Name of the Child Care Provider:

Telephone Number of Child Care Provider:

This is to verify that the above name child(ren) received child care from the provider identified above.

The amount paid and the dates of the child care service are stated above.

The child care provider has received payment.

Signature of the Student Parent: _____

Date:

Signature of the Child Care Provider: _____

Date:

Deadlines for Requests: Fall Semester Second Friday in December
 Spring Semester First Friday in May

familyservices@uiowa.edu

353-2314