

**Eugene School District 4J**  
**2021 Temporary Child Care Voucher Program**  
**March 15, 2021 to June 18, 2021**  
**Monthly Cost Verification Form**  
(Please print or type)

The employee is responsible for the timely completion and submission of this form. Forms submitted after 5 pm on July 30, 2021 will not be eligible for payment. A separate form must be submitted for each provider.

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Position: \_\_\_\_\_ FTE/Hours: \_\_\_\_\_

Child Care Provider/Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

Provider's Address: \_\_\_\_\_ OR License #: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

This reimbursement request is for the month of \_\_\_\_\_, 2021.

**Reimbursement is limited to the care of your child, ages 5 to 12, by a licensed care provider, on remote learning school days. Up to a maximum of 16 hours per week (prorated based on your FTE/Hours) may be claimed. The child must be enrolled in a hybrid instruction model. The district will reimburse a maximum of \$3.25 per hour.**

Please list the dates and hours that you are submitting for reimbursement below.						HR Staff Only		
Week of:	Monday	Tuesday	Wed.	Thursday	Friday	Employee FTE/Hours	Max Hours Reimbursable	Total Hours to Reimburse
						<b>Total Hours:</b>		

**NOTE:** You must attach a copy of the payment receipt from your child care provider in order to receive reimbursement. Incomplete forms cannot be processed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit via email to HR\_ChildCare@4j.lane.edu or mail/hand-deliver to 4J Human Resources at 200 North Monroe St., Eugene OR 97402.**

----- This Space for HR Use Only -----

Total Hours to Reimburse: \_\_\_\_\_ x \$3.25 = Reimbursement Total: \_\_\_\_\_

Date Processed: \_\_\_\_\_ HR Approving Signature: \_\_\_\_\_