



## CHILDCARE PILOT 2025

### BENEFIT SUMMARY

Effective July 2025

In acknowledgement of the financial burden of accessing childcare services, the Board of Commissioners, adopted Resolution #25-0314, authorizing the County Manager to initiate a pilot childcare benefit for Full time employees who, 1) are required to report onsite to perform their functions as directed by their Department Head **AND** 2) their dependents, ages 0 up to 6, reside in their permanent residence.

#### ELIGIBLE EMPLOYEES

Full time employees, working more than 29 hours per week, whose job functions require them to perform their core duties and/or provide services onsite as directed by their Department Head.

#### PILOT PERIOD

This pilot will begin in July 2025 and end in December 2025.

#### SELECTION PROCESS

In order to be considered for 1 of the 100 slots for the pilot, eligible employee must provide the following **between June 5<sup>th</sup> and June 13<sup>th</sup>** to the Department of Human Resources Management (DHRM):

- Proof of primary address (two bills with employee name and address, if childcare facility is within 10 miles of home)
- Proof of address from the childcare facility where the eligible child is attending (with Child's name)
- Proof of relationship or guardianship
- Submit a radius map of the daycare facility in relationship to home or government center (<https://www.mapdevelopers.com/draw-circle-tool.php>)
- Letter signed by department head indicating that employee is required to work 100% onsite or has a hybrid schedule. *\*Preference will be giving to employees required to report 100% onsite.*

The DHRM will conduct an electronic drawing of names to select the pilot participants. Once the pilot participants are determined, the above information will be verified, and DHRM will communicate with the selected employees.

#### ELIGIBLE COVERED DEPENDENTS

- Dependent is in a childcare facility that is within 10 miles from either their home or Fulton County Government Center.
- Dependents age 0 up to 6, must live within the same household as an eligible employee.

#### REIMBURSEMENT PROCESS

Eligible employees who have been selected will receive up to a \$500 monthly reimbursement once they have provided the following required documentation:

- Proof of payment made to the daycare the eligible child is attending.
- Reimbursement will be made monthly in accordance with the Finance supplemental payroll schedule and will be subject to any applicable taxation.
- Any reimbursement request submitted 60 days after the initial invoice/payment date will not be honored.
- Employees participating in Flexible Spending Accounts (FSA) must adhere to the FSA guidelines.
- ***December 2025 reimbursement MUST be submitted by Monday, December 15, 2025, so that reimbursement can be process before 2025 year-end closing procedures. Any reimbursement request received after that date will not be eligible.***