



Reimbursement Claim Process and Instructions

(Updated 06/01/2021)

Participants covered under the NYSNA Child Care and Elder Care Fund (“CCEC Fund”) must complete and submit the CCEC Fund Reimbursement Claim Form and all required documentation **within three months from when the covered services were rendered and paid for.** If you are submitting for reimbursement for a covered program, the form and documentation must be completed and submitted within three (3) months from the completion of the program. If the program is divided into sessions, the form and documentation must be completed and submitted within three months from the end of each session. For continuous programs (for example, day care, before/after school care, etc.), the form and documentation must be completed and submitted within three (3) months from the date that each payment to the program for which you are seeking reimbursement was due (i.e., if you pay weekly, three months from each weekly payment; if you pay monthly, three months from each monthly payment).

1. All reimbursement claims must provide the following:

- Completed and signed claim form.
- Copy of invoice or informal care service care log from the provider showing the start and stop dates of the service, charge and the period for which payment was made.
- Proof of payment to the provider (copy of deposited/cancelled check, credit card statement, or copy of money order or cashier’s check– **cash payments are not eligible for reimbursement**)

2. Additional supporting documents must be submitted for the benefits below:

For elder care benefits: Participants must complete the Statement of Elder Relationship. If the claim is for elder transportation, a receipt for the travel and documentation of attendance at the healthcare appointment or senior care program must be provided.

Benefits for disabled child of any aged: Participants must provide a doctor’s note establishing total and complete disability, or documentation of eligibility for SSDI or other government disability services.

For taxable benefits: Participants must provide a completed W-4, T2104 and Form I-9 and proof of business (license, certification, accreditation or Form W-9). Taxable Benefits include:

- Tutoring
- Activities
- Summer camps and before and after school programs for children age 13 -15.
- SAT/GED/SHSAT/AP PREP COURSE for children age 13 – 17

For formal childcare benefits: Participants must provide the Provider’s license or proof of exemption from licensing.

These instructions are provided for assistance in completing your claim forms and are not intended to change the information included in the Fund’s official plan document, the summary plan description, as amended. All forms and documents are available online at www.asonet.com and www.nysna.org/benefits or by calling 1-888-692-7671.

Claims should be submitted by fax to 855-255-0904, upload to asonet.com, or mail to:
Administrative Services Only, Inc., Department 221, PO Box 9005, Lynbrook, NY 11563.

If additional information is requested, you will have 60 days from date of the request to provide or your claim for benefits will be processed based upon the information presented.