



NY/NE Regional & LOCAL Work & Family Committee  
Verizon / CWA / IBEW  
2014 Summer Day Camp / Summer Sleep Away Camp  
Reimbursement Program



**DEADLINE FOR ENROLLMENT**  
**POST MARKED NO LATER THAN**  
**August 31, 2014**



NY/NE Regional & LOCAL Work & Family Committee  
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The following Questions and Answers may help determine if you are eligible to enroll in the DCRF Summer Day or Sleep Away Camp Program.

**Employees are eligible for benefits under the NY/NE Regional Work & Family Committee if they are a:**

- CWA New York or New England employee
- IBEW 2213 employee
- New York Management employee

**Employees who participate in the Dependent Care Reimbursement Fund (DCRF) during the school year can:**

- continue to receive childcare reimbursements throughout the summer months for their regular Dependent Care Expenses.

**OR**

- if they wish they may enroll their child in a summer camp program.

**\*\* However, employees are prohibited from participating in both programs concurrently. \*\***

**What is the Summer Day Camp / Summer Sleep Away Camp Program?**

- The 2014 Summer Day Camp/Sleep Away Camp Program is made available through the Local and NY/NE Regional Work & Family Committees.
- The fund will reimburse up to of \$300.00 per child per session for summer camp expenses incurred between June 22, 2014 through August 31, 2014 for up to two (2) children per family.

**Is there an Annual Income Cap?**

**There is no annual income cap associated with enrollment.**



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## **Who is eligible for reimbursement of 2014 Summer Day or Sleep Away Camp expenses?**

- CWA New York or New England CWA Local 1400 employees, IBEW 2213 employees and New York Management employees, who are eligible for benefits under the CWA, IBEW 2213, VERIZON NY/NE Regional Work & Family Committee may enroll.
- Employees must be in need of dependent care in order to work. Under federal law, employees and their spouse must be working during the hours their dependents are in care in order to make this is a “tax-free” benefit. See IRS publication 503 for detailed information.

## **Where can employees obtain an enrollment application?**

- Applications can be obtained by visiting the NY/NE Regional Work & Family website at [www.regionalwfrc.com](http://www.regionalwfrc.com) or by contacting your local union office.



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## What information must be submitted with enrollment applications?

- Employees enrollment application and tax information **MUST BE POSTMARKED NO LATER THAN AUGUST 31, 2014.**

## Married employees

If an employee is married:

- both husband and wife must be employed in order to be eligible for enrollment; or spouse must be a full time student or spouse must be unable to care for themselves or the dependent attending camp.
- Employees **must submit ALL of the following** to the Fund Administrator at the time of enrollment.
  - copy of their **2013-IRS 1040 form (page one only)** and
    - if married filing separately you must provide a copy of spouse's **2013-IRS 1040 form (page one only)**
  - copy of their **2013 W-2**
    - copy of **spouse's W-2** if married
    - **Self employed spouse** must submit proof of employment: (i.e. **IRS tax form schedule C.**)
  - Applications must include the summer camp or program **TAX ID numbers.**
  - **Detailed camp brochure with weeks and pricing**
  - **ONLY original receipt, copy of cancelled check, bank statement, credit card statement or money order will be considered eligible for reimbursement.**



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## Dependent(s) Eligibility

- Dependent(s) must be listed on **employees** 2013 IRS 1040 form, in order to be eligible for enrollment.

## What if my dependent is not shown on employee's IRS 1040 form?

- Employees whose dependent(s) **are not shown** on their 2013 IRS 1040 form, must attach a copy of the dependent child's birth certificate to the enrollment application.
- Employees must provide an explanation as to why the dependent they wish to enroll was not listed on "their" 2013 IRS 1040 form.
- If the dependent child is under employees' custodial care, foster care or is employees adopted child, employee must submit legal documentation with the enrollment application.

## Dependents eligible for enrollment in the Summer Camp Program

- Employee dependents, ages of 3-15 who will be attending day or sleep away Summer Camp may be eligible.
- Dependent's over the age of 15 with special needs or those who have been physically or medically diagnosed unable to care for themselves; who will be attending Summer Camp Programs in 2014 are eligible for enrollment.

## Which camps are eligible?

- Only legally operating, registered, licensed Summer Day Camp or Summer Sleep Away Camp expenses are eligible for reimbursement.

## Need to find out if camp is legally operating?

- Call Anthem 888-441-8674 or access the website at [www.anthem.com/eap/verizon](http://www.anthem.com/eap/verizon)



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## Approval Notification

- Confirmation of acceptance will be e-mailed to the address employee has indicated on their application.
- If no e-mail address is available employees should enclose self addressed stamped envelope with the enrollment application. Notice of eligibility will be returned in the envelope provided by the employee.

## How much will be reimbursed?

- Eligible employees may reimbursed up to a maximum of \$300.00 per session per child - toward the cost of their dependent(s) Summer Camp Expenses.
- Employees may enroll TWO dependent (children) per session, per family, for a maximum reimbursement of up to \$1200.00.

### Session ONE

June 22, 2014 to July 26, 2014

### Session TWO

July 27, 2014 to August 31, 2014

## When will employees be reimbursed?

- Reimbursement of expenses are paid after the employee has incurred and paid their dependents summer camp expense.
- Reimbursement forms must be postmarked on or before October 10, 2014.
- Reimbursements will show in associates October 31, 2014, paycheck and managements November 7, 2014 paycheck.
- One reimbursement for expenses will be paid regardless of which session is attended.



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## **What are the tax implications?**

- Employee dependent children 3 years of age but not yet 13, will not be taxed.
- Employee dependent children 13 years of age but not yet 15, will be taxed.
- Sleep away Camp **is taxable regardless of age**.

## **Mailing address for enrollment applications, reimbursement forms and or appeals & questions**

**\*NY/NE Regional Work & Family Committee**  
c/o Beverly Steele, Fund Administrator  
Suite 200-A  
120 Hicksville Road  
Massapequa New York 11758

## **If your reimbursement is denied.**

- Employees must appeal any denial in writing via U.S. Mail to the address shown above.
- Appeals must be postmarked within 45 days of non payment of your Summer Camp expense. Your appeal must be postmarked no later then December 15, 2014 to be considered.

The NY/NE Verizon CWA/IBEW 2213, Work and Family Committee solely determines eligibility under this program. Only eligible employees will receive reimbursement for their dependents' summer camp expenses.





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## To contact your Local Work & Family Committee Member

<p><b>Pat O'Neil, Chairperson</b> CWA Staff Rep. 80 Pine Street, floor. 37 New York, N.Y.10005 Phone: 212 344 7332 <a href="mailto:poneil@cwa-union.org">poneil@cwa-union.org</a></p>		<p><b>Beverly Steele,</b> Fund Administrator 120 Hicksville Rd. Suite 200-A Massapequa, N.Y. 11758 Phone: 516 797-3872 <a href="mailto:beverly.steele@verizon.com">beverly.steele@verizon.com</a></p>
<p>IBEW 2213 Christine Gironda Assistant Business Mgr. 6333 Rt. 298, Suite 1-C East Syracuse, NY 13057 Phone 315-438-3322 <a href="mailto:christine@ibew2213.org">christine@ibew2213.org</a></p>	<p>CWA Local 1103 Fran Gottron, Asst. to the Pres. 345 Westchester Ave Port Chester, NY 10573 Phone: 914-939-8203 <a href="mailto:fgottron@cwa1103.org">fgottron@cwa1103.org</a></p>	<p>CWA Local 1104 Stella Pereyra, B.A. One Florgate Rd. Farmingdale, NY 11735 Phone: 516-420-1104 <a href="mailto:spereyra@cwa1104.com">spereyra@cwa1104.com</a></p>
<p>CWA Local 1104 Kim Young, E.V.P. 107 Murray Street Binghamton, NY 13905 Phone: 607-762-1104 <a href="mailto:kyoung@cwa1104.com">kyoung@cwa1104.com</a></p>	<p>CWA Local 1105 Beatrice Zapata, Secretary 3223 E. Tremont Avenue Bronx, NY 10461 Phone: 718-430-1500 cell: 516-776-0389 <a href="mailto:beazapata@aol.com">beazapata@aol.com</a></p>	<p>CWA local 1108 Beth Boland, Secretary-Treasurer 39 Baker Street Patchougue, NY 11772 Phone: 631-654-1108 <a href="mailto:beth@cwa1108.org">beth@cwa1108.org</a></p>
<p>CWA Local 1109 Rodger Young, E.V.P. 1845 Utica Avenue Brooklyn, NY 11234 Phone: 718-444-1109 Cell: 917-439-5132 <a href="mailto:ryoung@cwa1109.org">ryoung@cwa1109.org</a></p>	<p>CWA Local 1118 Theresa Devine, B.A. 4 Wembley Court Albany, N.Y.12205  Phone: 518-782-9977 <a href="mailto:theresadevine@me.com">theresadevine@me.com</a></p>	<p>CWA Local 1123 Chrissy Gasky, V. P. 50 Presidential Plaza Suite LL2 Syracuse, NY 13202 315-476-1123 <a href="mailto:chrissyg35@yahoo.com">chrissyg35@yahoo.com</a></p>