



**HUCTW-Harvard University
Childcare Fellowship Verification Form
January 1, 2018 - December 31, 2018**



Verification forms are due to the Union office according to the schedule below. Submit one verification form per provider for a three-month period (quarterly). Fellowship awards are delivered quarterly. Do **NOT** use this form if you put your award money into an FSA.

Verification form DEADLINES:	For childcare for the months of:	Award included in paycheck:
February 23, 2018	January, February, March	March 30, 2018 paycheck
May 11, 2018	April, May, June	June 22, 2018 paycheck
August 17, 2018	July, August, September	September 28, 2018 paycheck
November 9, 2018	October, November, December	December 7, 2018 paycheck

Submit this form to us in one of the following ways:

- Upload it to our secure server: <https://huctw.org/submit-verification> (as scan or cellphone photo)
- Email: huctw.childcare@huctw.org (as scan or cellphone photo)
- Mail: HUCTW Childcare Fund Coordinators, 15 Mt. Auburn Street, Cambridge, MA 02138
- Fax: 617-661-9617

You need to complete the following section

Your name: _____ Your Harvard ID: _____

Best daytime phone number: _____ Email address: _____

Your childcare provider needs to complete the following section

Name of provider: _____ License number or tax ID: _____
(In-home providers, please provide last four digits of soc sec number)

Street address: _____ City, State, Zip: _____

This is to verify that I/we will provide (or have provided) childcare for _____ during the following months:

Name of child/ren _____

Below, please include the full amount you spent on childcare for each month that you are requesting reimbursement. For example: if you are applying for reimbursement for the first quarter (Jan/Feb/March) and you spent \$2000 each month on childcare during those three months, please include all \$6,000 (broken down by month) in the Jan/Feb/March fields below, even though \$6,000 is larger than your total award amount. Please do the same every quarter.

1st quarter	2nd quarter	3rd quarter	4th quarter
Jan 2018 \$ _____	Apr 2018 \$ _____	Jul 2018 \$ _____	Oct 2018 \$ _____
Feb 2018 \$ _____	May 2018 \$ _____	Aug 2018 \$ _____	Nov 2018 \$ _____
Mar 2018 \$ _____	Jun 2018 \$ _____	Sep 2018 \$ _____	Dec 2018 \$ _____

Signature of childcare provider

Date