



**HUCTW-Harvard University  
Childcare Fund Verification Form  
January 1, 2021 - December 31, 2021**



Verification forms need to be returned to the HUCTW office according to the following deadlines. Please submit one verification form per provider each quarter (example: Jan/Feb/Mar is the first quarter). 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:
<b>February 19, 2021</b>	January, February, March	March 26, 2021
<b>May 14, 2021</b>	April, May, June	June 18, 2021
<b>August 20, 2021</b>	July, August, September	September 24, 2021
<b>November 5, 2021</b>	October, November, December	December 3, 2021

**Print, fill out, and return this form to the HUCTW Office by one of the following methods:**

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

Your name (parent): \_\_\_\_\_ Your Harvard ID: \_\_\_\_\_

Best daytime phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

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*Your childcare provider needs to fill out and sign following section*

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Name of childcare provider: \_\_\_\_\_

Provider license number: \_\_\_\_\_

(In-home providers, please provide last 4 digits of soc. security number)

Provider's address: \_\_\_\_\_

**This is to verify that I have provided/will provide childcare for:**

\_\_\_\_\_ **during the following months:**

Name of child/ren

**IMPORTANT:** Please write the total amount the parent spent on childcare for each month below. The childcare provider should sign below to confirm these amounts. If provider is unable to sign, we will accept receipts instead. Submit one form per provider each quarter (example: Jan/Feb/Mar is first quarter).

Jan 2021 \$ \_\_\_\_\_   
  Apr 2021 \$ \_\_\_\_\_   
  Jul 2021 \$ \_\_\_\_\_   
  Oct 2021 \$ \_\_\_\_\_  
 Feb 2021 \$ \_\_\_\_\_   
  May 2021 \$ \_\_\_\_\_   
  Aug 2021 \$ \_\_\_\_\_   
  Nov 2021 \$ \_\_\_\_\_  
 Mar 2021 \$ \_\_\_\_\_   
  Jun 2021 \$ \_\_\_\_\_   
  Sep 2021 \$ \_\_\_\_\_   
  Dec 2021 \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature of Childcare Provider**

\_\_\_\_\_  
**Date**