



# Childcare Fund Application

Please sign and date this form, and send, along with any attachments to:  
[admin@cupe2278.ca](mailto:admin@cupe2278.ca)

Last Name

First Name

Social Insurance Number

Email Address

Phone Number

Home Address

City

Postal Code

Department

Start Date

End Date

**Most Recent Appointment**

\$

Level of support requested (maximum \$2000 per term)

**\*\*Please attach receipts or documentation of childcare expenses for reimbursement**

**Declaration:** I, the undersigned, confirm that:

I am a current Component 1 Member of CUPE 2278 (held an appointment as TA, GAA, or EI starting within the last 12 months)

I have childcare cost for my dependent(s)

Sign Here

Date

# Policy #10: Childcare Fund

## Purpose

The purpose of the Childcare Fund (the Fund) is to provide financial support to members of Component 1 who have childcare expenses.

## Eligibility

To be eligible for support from the Childcare Fund a member must meet the eligibility conditions below:

- 1) The applicant is a Component 1 member of CUPE 2278;
- 2) The member has childcare costs for their dependent(s).

Members are only eligible for financial support from the Childcare Fund for as long as they continue to meet all of these eligibility requirements. If a member ceases to meet any of these requirements, for whatever reason, then their eligibility for the Fund ceases immediately.

Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges.

Childcare receipts **must be provided** with the application for reimbursement, and members may apply once per academic term.

## Level of Support

Members may apply for \$2000 per academic term for a maximum of 3 times per year (\$6000).

Since the Union cannot predict how many applications the Fund will receive, there is no guarantee that an eligible member will receive support from the Fund. In cases of limited funds, applicants who have not previously received money from this Fund will be prioritized.

## Administration

Members wishing to receive support from the Fund must submit a completed application form and the necessary supporting documentation. We will endeavour to provide a prompt reply. Application forms will be made available on the union's website, or by contacting the union's Administrator. Completed forms must be set to the union's Administrator by email ([admin@cupe2278.ca](mailto:admin@cupe2278.ca)).

The Fund is administered by CUPE 2278, specifically the Component 1 Fund Administration Committee (C1 FAC). The C1 FAC shall meet as needed to administer the Fund and ensure members receive timely decisions.

## Appeals

Any member who submits a complete application for assistance from the Fund and is dissatisfied with the decision made about their application is entitled to appeal. This applies to members who are denied benefits under this Fund, and those who wish to dispute the level of benefit received.

Appeals will be heard by the C1 FAC. If a member wishes to make a further appeal of the decision of the C1 FAC, they may present an appeal to the Component 1 Leadership Committee.