

To: AEA Members

All teachers will be provided reimbursement offsets for Busy Bee and ELC participation. A self-funded account will be established in the amount of \$5,000.00**. Paid invoices will be submitted for reimbursement in January (\$2,500 available for reimbursement) and July (\$2,500.00 available for reimbursement). Slots will be filled on a first come basis until allocated space is full.

For your child care claim to be processed, the reimbursement form must be completely filled out with a paid receipt for services attached to the back (one form for each child). If you are submitting claims for more than one child, but all payments are on the same receipt, please make a copy of the receipt and attach to each claim form.

**** This amount is the total fund amount, not per teacher amount. Child care claims will be paid on a prorated basis. In order to be eligible, claims must be submitted by the deadline below for charges paid prior to that date.**

All reimbursements will be paid through payroll.

Forms due to HR by:**Check Issued:**

Friday, December 6, 2019

Friday, January 10, 2020

Friday, June 12, 2019

Friday, July 10, 2020

Please submit all claims to **Anna Wyman** in the Human Resources office

Mail to: 2940 Waukegan Street, Auburn Hills, MI 48326

Scan and Email to: annamaria.wyman@avondaleschools.org

Fax to: 248-537-6073