

Harvard's Back-Up Care Quick Reference Sheet

For Harvard-External Circulation

Snow-day? Nanny on vacation? Spouse needs a break? Mildly ill child or elder? Need temporary care for your parent--or even yourself??
WHEN IT COMES TO BACK-UP CARE, HARVARD'S GOT YOU COVERED!

Description	Program	Eligibility	Cost	Max. Days	Registration Procedure	Reservations & Hours
Back-Up Care = care provided when regular child or elder care arrangements are unavailable.						
Get \$250 CASH BACK for money spent on back-up care	Just In Time Care (JITC): Get up to \$250 cash back/year for expenses spent on back-up child, adult, or self-care. Examples: care provided by your mother (or any other relative who doesn't live with you), babysitter, friend, a neighbor, in-home care through Parents In A Pinch, any school vacation camps, center-based care through the Back-Up Care Advantage program, etc.	All benefits-eligible faculty, post-docs, & staff. * NEW: INCREASED SALARY CAP THIS YEAR. Benefits-eligible faculty, staff, hourly staff, and post-doctoral fellows who are on a regular Harvard payroll, who have a full-time equivalent salary of less than \$70,000. (This does not refer to household income, but to the income of the Harvard employee in the family.)	Free	No maximum days	Call Harvard's EAP (Employee Assistance Program) to speak with a JITC consultant, who will send you a registration packet & reimbursement invoice via e-mail or US mail. Complete registration forms and send to JITC; JITC will contact you to confirm enrollment. Submit reimbursement invoice to JITC - contact info is on invoice.	N/A
Take your child to a CENTER for \$15/day	You can use the Back-Up Care Advantage program (BUCA) when your regular care is unavailable. Reserve a spot at any participating Bright Horizons center in the Greater Boston area, or in the nation.	All benefits-eligible faculty, post-docs, & staff. * For children ages 0-6 on a space-available basis. Some centers may also have availability for older children.	\$15/child/day; maximum of \$25/family/day	20 days/child/year	Advance registration strongly recommended. Register online or by phone. www.brighthorizons.com	Reserve care (up to 30 days in advance) on-line or by phone 24/7. Care is confirmed during center hours. For more registration details, please visit the Work/Life tab at HARVie and click on 'Back-Up Care Options Quick Reference Sheet.'
A provider is sent to your HOME for \$15/hour	Parents In A Pinch (PIAP) sends a pre-screened provider to your home when the regular care for your child, adult relative, or yourself (are you sick? have you just had surgery or are returning from the hospital?) is unavailable. Services available nationwide. Caregivers available even before 9 a.m.	Benefits-eligible faculty, post-docs, & staff. * Service & Trade Union and SEIU employees are not eligible for this program. For children and dependent elders.	\$15/hour, minimum of 4 hours.	20 days/year	Advance registration required. Download registration form and liability waiver from HARVie (or call the Work/Life Office) and then submit it to Work/Life. You will receive confirmation of registration from Work/Life via email or US mail (if you prefer it), PIAP will be notified at the same time.	Reserve care with PIAP by phone. For more registration details, please visit the Work/Life tab at HARVie and click on 'Back-Up Care Options Quick Reference Sheet.' Hours: Mon - Thurs: 6 am-7pm Friday, 6am-5pm; Sat: Closed Sun: 5pm-7pm.
Send your child to SCHOOL VACATION CAMPS	On-campus camps provided during public school vacations, generally in December, February, April, June, and August (varies sometimes). Three locations: Cambridge campus, Longwood Medical Area, and Harvard Business School.	All benefits-eligible faculty, post-docs, & staff. * For school-age children (ages 6-12).	\$35/day; \$175/week	No maximum days	Register online or by phone: http://www.brighthorizons.com/Site/pages/bua.aspx www.brighthorizons.com/backup	Enrollment opens about 4 weeks in advance of each session and happens on a first-come, first-served basis (space is limited). Make reservations on-line or by phone 24/7. Care is confirmed during center hours. For more registration details, please visit the Work/Life tab at HARVie and click on 'Back-Up Care Options Quick Reference Sheet.'
FIND BACK-UP CARE (Resources & Referral)	If the options we have don't work for you, you can find back-up care anywhere in the country with Just In Time Care!	All benefits-eligible faculty, post-docs, & staff. * For children and dependent elders.	Free	N/A	N/A	Call Just In Time Care to find care 5 am-10 pm. For more registration details, please visit the Work/Life tab at HARVie and click on 'Back-Up Care Options Quick Reference Sheet.'
FIND REGULAR CARE (Resources & Referral)	For any general child or dependent care questions (with bilingual and bicultural services in 12 languages) call Harvard's Employee Assistance Program (EAP). (All information is confidential.)	All benefits-eligible faculty, post-docs, & staff. * For children and dependent elders.	Free	N/A	N/A	Call the EAP 24/7. For more registration details, please visit the Work/Life tab at HARVie and click on 'Back-Up Care Options Quick Reference Sheet.'
* Eligibility: These programs are open to benefits-eligible faculty, post-doctoral fellows, and staff (including professional, HUCTW, Service & Trade Union, SEIU, & non-bargaining-unit support staff) who are on a regular Harvard payroll, except where stated otherwise.						
Harvard's Back-Up Care Programs: MANY NEEDS, MANY OPTIONS, YOUR CHOICE!						

DON'T FORGET TO ENROLL IN A DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT. Be smart about your money - use it before you pay taxes on it!

Visit HARVie (harvie.harvard.edu) or contact Benefits Services Group for info: (617) 496-4001

Last updated 1/22/08