

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-0-4****Policy Title:**

Child Care Benefits

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone provides child-care assistance to all eligible employees as a benefit of employment. Eligible employee classifications are:
 - Regular full-time employees
 - Regular part-time employees
2. Given below is brief description of child care assistance that may be provided when feasible. For more detailed information, please contact the Human Resources Department.
 - Cafeteria Plan/ Flexible Spending Account: Employees choose benefits (including child Care) from a list of options and contribute a part of pre-tax salaries to a child care account. This option allows employees to minimize the federal tax they must pay on child care dollars.
 - Flexible Scheduling: Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate child care responsibilities. Keystone may make an attempt to accommodate each request, provided the needs of the agency and home are met first.

NOTES: