Reimbursement Claim Process and Instructions
(Effective July 1, 2018)

Participants covered under the NYSNA Child Care and Elder Care Fund (“CCEC Fund”) must complete and submit the CCEC Fund Reimbursement Claim Form and all required documentation within sixty (60) days of the date the service was provided or the program was completed (for ongoing programs like summer camps).

All reimbursement claims must provide the following:

- A completed and signed claim form.
- An itemized invoice and/or receipt from the Provider. A completed Plan Service Log is required for Informal Care Providers.
- Proof of payment to the Provider (copy of deposited/cancelled check, credit card statement or copy of money order or cashier’s check – no cash payments are accepted.)
- Copy of your Formal Child or Elder Care Provider’s license or documentation showing license exemption by a County, City or State. For tutoring or activity providers, copy of license, certification or accreditation from your Child’s Tutoring or Activity Provider.
- For Elder Care claims, a Statement of Relationship Form is required.

NOTE: For ongoing programs such as summer camps, before or afterschool programs or other programs where pre-payment is required, reimbursement claims will be considered only upon completion of the program.

For elder care benefits: Participants must complete the Statement of Elder Relationship. If the claim is for elder transportation, a receipt for the travel and documentation of attendance at the health care appointment or senior care program must be provided.

For child care reimbursement claims: Eligibility information for your child will be obtained through the NYSNA Welfare Plan. Your child(ren) must be enrolled in the NYSNA Welfare Plan in order to be eligible for reimbursement claims through the CCEC Fund. Contact ASO at the telephone number listed at the bottom of this page for more information and to ensure your child(ren) is enrolled.

For reimbursement claims for a disabled child of any age: Participants must provide a doctor’s note establishing total and complete disability, or documentation of eligibility for SSDI or other government disability services.

Claim forms, Service Logs and Statements of Elder Relationship are available online at www.ASOnet.com and www.NYSNA.org/benefits, and copies are attached to these Instructions. All relevant sections of the CCEC Fund Reimbursement Claim Form and the Service Log and Statement of Elder Relationship (if appropriate) must be fully completed.

The CCEC Fund Reimbursement Claim Form and all documentation must be submitted in a single packet to Administrative Services Only, Inc., within sixty (60) days of the date the service was rendered or the program was completed, online at www.ASOnet.com, or via mail or fax to:

Administrative Services Only, Inc. Department 221
P.O. Box 9005 Lynbrook, NY 11563 Fax: 855-255-0904
Tel: 888-692-7671