



HBT POLICY:  
Child Care Expenses  
Rehabilitation Services A-3.3.1  
Policy Number OC-11-8-v1

## Policy Statement:

This policy provides guidance in reimbursing child care expenses to Employees participating in a Rehabilitation Plan.

## Principles

- Child care is a usual cost of living

## Guidelines

1. Rehabilitation Services reimburses child care/babysitting expenses only when:
  - Child care expenses are a barrier to participating in a Rehabilitation Plan
  - Hardship would occur without financial assistance
  - Participation in Rehabilitation could not reasonably occur without assistance

## Practice

- 1) When determining reimbursement for child care expenses, Rehabilitation Services considers:
  - a) Cost
    - i) Rehabilitation Services reimburses child care expenses up to the market rate (see [Annual Child Care Fee Surveys](#) in *Relevant Documents/Links*)
  - b) Time required to fulfill the Rehabilitation Plan
- 2) Child care expenses are included in the Cost Benefit Analysis (CBA) for the Rehabilitation Plan

## Definitions

- **Cost Benefit Analysis (CBA)** – A forecast of the savings to the Long Term Disability (LTD) Plan if Rehabilitation is successful in resolving barriers to Employability
- **Employability** – The ability to perform Gainful Employment
- **Employee** – Employees of HBT's member employers who are covered by the HBT LTD Plan (plus the HSA LTD Trusts)

- **Gainful Employment** – Occupation for which the Employee has the education, training and/or experience at a rate of pay defined by the Employee’s LTD plan (see Collective Agreements: Long Term Disability Insurance Plans in *Relevant Documents/Links*)
- **Rehabilitation**
  1. **Medical Rehabilitation** – Treatment designed to facilitate recovery from injury, illness, or disease and to restore sufficient physical, sensory, and mental functions to enable Gainful Employment. Treatment also includes assisting the Employee to compensate for deficits that cannot be reversed medically.
  2. **Vocational Rehabilitation** – Services offered to enable Employees with mental or physical disabilities to attain skills, resources, attitudes, and expectations needed to achieve Gainful Employment. Services offered may include skills enhancement or retraining.
- **Rehabilitation Costs** – Rehabilitation Expenditures plus total LTD benefit costs or estimated LTD benefit (pre-LTD) costs paid during the Rehabilitation Plan time period
- **Rehabilitation Expenditures** – Any monies spent on Employee Rehabilitation including assessment, treatment, training, etc.
- **Rehabilitation Plan** – Documentation of Medical and Vocational Rehabilitation required to resolve barriers to Gainful Employment including outcome measures and a timeline

## Relevant Documents / Links

- A: Annual Child Care Fee Surveys, Westcoast Child Care Resource Centre  
<http://www.wstcoast.org/parents/fees.html>
- B: Collective Agreements: Long Term Disability Insurance Plans  
<http://www.heabc.bc.ca/Page20.aspx>  
[http://www.cssea.bc.ca/public\\_documents.php](http://www.cssea.bc.ca/public_documents.php)

## Audit and Compliance

1. Rehabilitation Services and the Employee clearly agree upon costs and reimbursement for child care expenses in writing prior to the commencement of the Rehabilitation Plan
2. Rehabilitation Services requires original receipts to reimburse the Employee