

CHILD CARE REIMBURSEMENT FORM

All claims must be submitted to the Jury Office within ten days of the last day of service.

Juror Information:

Name _____

Juror Number _____

Street Address _____

City, State, Zip Code _____

Child Care Provider Information:

****Note: A parent or legal guardian is *not eligible*.**

Name _____

Licensed

Non-Licensed

Attach Receipt(s)

Street Address, City, State, Zip Code _____

Phone Number _____

Signature of Provider *****Required***** _____

Reimbursement is *per day*, not for each child

Child Care Expenses: Number of Children: _____ Ages of Children: _____

 # of days X \$ amount per day per day or \$ amount per hour per hour = TOTAL \$ total amount requested

I certify under penalty of perjury that I am eligible for child care reimbursement based on the reimbursement requirements and that the above information and expenses are true and accurate.

Juror's Signature ***** Required ***** _____

_____ Date

MINNESOTA JUDICIAL BRANCH - CHILD CARE REIMBURSEMENT REQUIREMENTS

1. Jurors who are not employed outside the home may be reimbursed for child care expenses that are incurred *as a result* of reporting for jury service.
2. Jurors who are employed outside the home are not entitled to reimbursement for child care expenses *unless, as a result of jury service*, those expenses are greater than normally incurred. Jurors may request reimbursement only for the amount not normally incurred.
3. Reimbursement for child care expenses to those jurors entitled to it shall be:
 - LICENSED CHILD CARE: Actual expenses, not to exceed \$50.00 per day of service. *Receipt(s) for actual expenses must be submitted with the claim.*
 - NON-LICENSED CHILD CARE/IN HOME BABY SITTING: Actual expenses, not to exceed \$40.00 per day of service
 - Complete and submit one (1) form *per* provider
 - All entry fields above must be completed. Juror and provider must sign the form(s).
4. All child care reimbursement requests must be submitted on the request for child care reimbursement form and mailed to the Jury Office at 300 South 6th St Minneapolis, MN 55487 within ten days of the last day of service.