



Jefferson Federation of Teachers
HEALTH AND WELFARE FUND

2540 SEVERN AVENUE, SUITE 302, METAIRIE, LOUISIANA 70002
MAILING ADDRESS: P.O. BOX 6137, METAIRIE, LA 70009-6137
PHONE (504) 455-7261 FAX (504) 455-7267
WWW.JFTHW.ORG

GUIDELINES FOR FILING A “DEPENDENT CARE” FSA CLAIM

- **Only one claim form is required for EACH claimant** who has incurred expenses. You may obtain claim forms from our website www.ifthw.org.
- Each receipt must indicate the name, address, telephone number and tax ID# of the daycare facility. Copies are accepted and must be legible and in date order.
- Each receipt must indicate the name of the dependent, dates of attendance and charge amount.
- **Faxed dependent claims** are not accepted as original signatures are required on all claim forms.
- If you are filing for the whole school year tuition for pre-school only, the total amount must be indicated along with the dates of attendance.
- If you are filing for daycare expenses during the summer months, you must include **proof** that you are working or attending school.