

Personal Network for Tutoring Through Marvell's Care@Work Benefits

USING YOUR PERSONAL NETWORK FOR TUTORING

You can use your annual Backup Care benefit when you use a tutor or tutoring center of your choice, and be reimbursed for a portion of the costs that exceed your copay.

Unlike when you select a Care@Work in-network Backup Care provider, when you use a tutor or tutoring center from your Personal Network, you are fully responsible for all vetting.

HOW TO COORDINATE AND PAY FOR TUTORING

When you use Care@Work's in-network options for Backup Care, we coordinate all of the details. For tutoring, you must arrange all details, timing, and vetting on your own. Don't forget: you can use your free Premium Membership to Care.com to source a local tutor.

Unlike our in-network caregivers and centers for Backup Care where we handle all payments outside your co-pay, for tutoring you must pay your tutor or tutoring center up front and submit a claim for reimbursement later through the Care@Work portal or Care@Work App.

Your benefit year:

January 1-December 31

Backup Care days:

Up to 10 days per year, combined with Backup Child Care, Adult Care, and Tutoring Reimbursement

Copays:

\$8/hour for in-home tutoring
\$15/day for in-center tutoring

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Frequently Asked Questions

What kind of information do I need to provide to submit a claim?

- Date and time of tutoring services
- Who received tutoring
- Why you needed tutoring
- Receipt for tutoring that took place
- The amount you paid for the tutoring services
- Who provided the tutoring and their contact information

How do I get reimbursed for care?

You are responsible for the applicable in-home or in-center co-pay. For in-home or in-center tutoring you will be reimbursed up to \$125 per day- even if multiple tutoring sessions take place in the same day.

To begin the reimbursement process log into your Care@Work account and go to “Reimburse Me.” From this page you can add a claim and upload your receipt. If your claim is already in the Care.com system, you can edit and upload your receipt. Once your receipt is approved, Care.com will send you a reimbursement via direct deposit or by mailed check.

You can submit claims for tutoring services that took place on October 1, 2020 and thereafter. All claims for tutoring services that took place in the month of October must be submitted by November 30th, 2020. Any claims for tutoring services that take place after November 1, 2020 will need to be submitted within 30 days of the tutoring services taking place. Any claims submitted after this deadline will be automatically rejected. After you submit a claim, your Backup Care utilization count will be deducted 1 day per day of tutoring services used.

My tutor/tutoring center offered to give me a receipt on their own. What info should it contain?

- The tutor/tutoring center’s name, address, and phone number
- Your full name plus your child’s full name
- Your child’s age
- Type of service and number of hours provided
- Date of service
- Hourly rate and total amount paid, if applicable
- Signature of provider and date signed

Do I need to let you know in advance that I’m using Personal Network for tutoring?

No. While you’re welcome to enter your claim as soon as you realize you need care, you have 30 days after the tutoring takes place to submit the claim. As a reminder you can submit claims for tutoring services that took place in the month of October through November 30th.

How long will it take me to get my reimbursement?

You will need to provide your bank account information to get reimbursement via direct deposit. If you would prefer, we can mail you a check. It can take up to 10 business days after processing your claim to receive your reimbursement.

Is there a receipt template?

Yes, the receipt template will be available for download on the portal and you can also download a sample receipt at care.com/media/cms/receipt.pdf. You can also use a receipt from your tutor or tutoring center if it includes all necessary information.

What if something changes after I’ve submitted a claim?

You can edit or delete your claim at any time before it has been approved for payment. Login to your Care@Work account, and select “My Kids” then “Reimburse Me” then “View Claims.” Select “Edit” next to the claim you want to change or delete. If you delete a claim, the Backup Care utilization day will be added back to your account to be used at a later date.

What type of tutoring can be reimbursed?

You can be reimbursed for tutoring claims used for your dependent child who received tutoring for a related school subject or test placement preparedness. Examples include: tutoring for math, history, foreign language, AP course and test, SAT, or ACT etc. Instruction for coaching or non-related school subjects would not be eligible for reimbursement, including sports music lessons, and foreign language classes not associated with a school program.

Who is eligible for reimbursement?

Marvell employee’s with school aged dependents are eligible to receive reimbursement for tutoring services.

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