

Policy 1704



Subject	
CHILDCARE PILOT PROGRAM	
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By Order of the Police Commissioner

POLICY

The Baltimore Police Department (BPD) will implement a childcare pilot program to:

- provide access to childcare services and;
- assist up to 100 employees with the costs of childcare services via an allowance.

This policy describes the process for enrolling in the pilot program managed through Upwards, a third-party vendor.

GENERAL

1. This childcare pilot is subject to change at any time, to include complete termination of the pilot.
 - 1.1. The BPD shall make good faith efforts to notify members of any changes to the duration of the pilot as soon as possible.
2. The childcare allowance portion of the pilot is limited to 100 BPD employees and shall not exceed \$3,000.00 a year per family unit.
3. No more than one employee per family unit shall be eligible to apply for the childcare allowance portion of the pilot.
 - 3.1. For purposes of this policy, a “family unit” is defined as one parent or legal guardian regardless of their residency, marital status, or the residency of the child.
4. Employees meeting the following criteria shall be eligible to apply for enrollment in the childcare pilot:
 - 4.1. Full-time employees (FOP Unit I, FOP Unit II, Command members and, CUB and MAPS members), and full-time contractual employees.
5. The following employees are not eligible to apply for the childcare allowance portion of the pilot:
 - 5.1. Command members with the rank of Deputy Chief, Lieutenant Colonel and above.
 - 5.2. Any member still in their probationary period.
 - 5.3. Employees who already receive or will receive a financial awards through the Maryland Family Care Network’s Child Care Scholarship Program.
 - 5.4. Employees who are suspended without pay.

6. An employee shall not be considered an enrollee until the application has been approved by Upwards and the Department.
7. The childcare allowance shall take the form of a monthly reimbursement provided to enrollees by Upwards.
8. All childcare allowances granted as part of the childcare pilot are taxable and subject to funding availability.
9. The BPD shall remove employees from the pilot for the following reasons:
 - 9.1. Failure to comply with any applicable Upwards or BPD guidance/policy related to this childcare pilot program.
 - 9.2. Employee separation from the agency.
 - 9.3. Failure of the employee to pay for childcare services.
 - 9.4. The enrolled child(ren) no longer receives childcare.

DIRECTIVES

Applying for the Pilot

10. To apply for the pilot, employees shall adhere to all guidance provided by Upwards and complete an online application during the enrollment period of 45 calendar days.
 - 10.1. Employees that are not applying for the allowance portion of the pilot program are able to apply at any time after the start of the pilot program.
11. If a member wishes to be considered for the allowance portion of the childcare pilot program, follow the additional steps required in the Upwards application.
12. Upwards will notify employees of the receipt of their application within 48 hours.
13. If an enrollee desires to use a childcare provider outside of the Upwards Network, the enrollee shall notify Upwards and adhere to relevant Upwards policy.
14. BPD will notify enrollees if they have been randomly selected to receive an allowance prior to the start of the program.
15. If a member is enrolled, but not selected for the allowance portion of the pilot program, they will automatically be placed on a waiting list for the allowance portion of the pilot program and notified if an opening occurs and they have been randomly selected.

Withdrawing from the Pilot

16. Enrollees may withdraw from the pilot through Upwards at any time. Should an enrollee withdraw, BPD's Equity Office will send the enrollee an exit survey to learn more about the reasons for the withdrawal.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.