

Child Care Payment Policy

1. For child care service units which care is provided by an informal child care provider attendance must be submitted on the county approved child care attendance sheet.
2. For child care service units which care is provided by a licensed/registered provider attendance will be submitted by the provider, either electronically through the state approved attendance system or county approved child care attendance sheets.
3. Attendance sheets must have original signatures from both the parent/caretaker and the provider to be approved.
4. In order to provide accurate and timely processing of payments, please submit child care attendance sheets by the 4th of the month following the month in which care was provided.
5. Child care service units which care is provided by an informal child care provider, payment in the form of a check will be issued to the parent/caretaker. It is the responsibility of that the parent/caretaker to pay the approved provider.
6. Child care service units which care is provided by a licensed/registered provider, payment in the form of a vendor payment issued to the provider.
7. The parent/caretaker is responsible for the weekly family share. If the family share owed to the provider is less than the cost of care charged to the county there will be no reimbursement. If the family share is not paid to the provider, the child care case will be closed.
8. Attendance sheets will be paid for up to 30 days following the last day of the month in which care was provided. Attendance sheets submitted after this date are at risk of non-payment from the county.
9. The county has 21 days to issue payment to the parent/caretaker or the appropriate provider IF care is approved.
10. Each child is allowed 24 absent days per provider per year in which reimbursement will be paid regardless of reason for absence. The provider must be duly licensed, registered, or enrolled. The per year limit for absences will be applied based on the state fiscal year of April 1 to March 31.
11. The department does NOT pay reimbursement for program closures.