

# CHILD CARE CORNER

NEWSLETTER  
SPECIAL ISSUE  
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StanWorks Child Care Program  
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## Important Changes

### The StanWORKs Child Care Program's Request for Reimbursement Form is Changing.

Effective with service month June 2012, the program will be using bar-coded computer generated request for reimbursement forms.

On May 21, 2012, child care request for reimbursement (CCRR) forms for the service month of June 2012 will be computer generated and sent to the parent/responsible adult on record for all active child care cases.

**The yellow child care request for reimbursement forms will no longer be acceptable after the service month of May 2012. Please destroy ALL copies of the old yellow child care request for reimbursement form. DO NOT make copies of the new bar-coded child care request for reimbursement forms. These are controlled documents and specific to the child and the month it was issued for.**

What does this mean to you?

**If you are a parent/responsible adult**, you will receive a request for reimbursement form in the mail before the start of a new month.

Example: Request for reimbursement form(s) for the month of June 2012 will be issued on May 21, 2012.

Upon receiving the request for reimbursement form, you must review your information for any errors or updates needed, then take it to your child care provider. Do not sign and date until after the last day of service for that month. Remember, this new process of generating request for reimbursement form(s) does not change the actual times, daily sign in and out completion requirement of the form.

**If you are a provider**, you should expect to receive a request for reimbursement form each month from the parent/responsible adult whose child(ren) you're providing care for. You must complete your portion on the front of the form. Do not sign and date until after the last day of service for that month. Remember, this new process of generating request for reimbursement form(s) does not change the actual times, daily sign in and out completion requirement of the form. **DO NOT** make copies of the new bar-coded child care request for reimbursement forms.