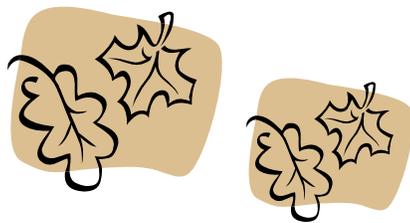


Child Care Corner

Fall '08 newsletter



StanWORKS Child Care Program
251 E. Hackett Rd.
Modesto, Ca. 95353
209-558-2332
www.stanworks.com



Parent(s) should choose a provider whose rates are "reasonable and necessary." In other words, rates that in nature and amount do not exceed what an ordinarily prudent person would pay for similar services in the community. If a provider is chosen whose rates exceed the regional market rate ceiling for the certified rate category paid by the StanWORKS Child Care Program, **parent(s) are responsible for charges that exceed what the StanWORKS child care program reimburses.**

Providers are reimbursed based on the age of the child, the type of provider, and the family's need for child care. If you have a provider whose charges don't match your certified need for child care services, a certificate will be issued indicating the approved rate category and amount that the StanWORKS Child Care program will use to reimburse your provider (which may be different from your provider's rates). **Parent(s) are responsible to pay providers the difference between what the program can reimburse and what the provider charges.**



The State requires accurate completion of all parts of the Request for Reimbursement form. Incomplete or incorrectly completed Request for Reimbursement forms is the number one reason reimbursement is denied. Part A of the Request for Reimbursement form must be completed on a daily basis. **Child Care regulations require that parents record the actual in and out time daily for each child and sign their full name as the child is checked in and checked out. The provider must never complete the time or the sign-in/sign-out portion for the parent.** The provider's portion of Part A of the Request for Reimbursement form must also be completed with actual in and out time daily. Daily sign-in and sign-out has to be completed by the parent or authorized person on the day and at the time that children are dropped off and picked up from care.

Once submitted, there will be no opportunity to correct an incomplete or incorrectly completed Request for Reimbursement form. Incomplete or incorrectly completed Request for Reimbursement will be denied.



The StanWORKs Child Care Program will no longer be providing status of your reimbursement. The StanWORKs Child Care Program has 30 days to process a complete and correct Request for Reimbursement forms. If you submitted your Request for Reimbursement by the 5th of the month following the service month, you will receive your reimbursement on or before the end of the month. If you have not received your reimbursement by the 30th day, please contact your case manager. **To help us expedite our processing, we encourage you to mail in your request for reimbursement and limit office visits and phone calls.**



StanWORKs Child Care reception will no longer accept paperwork through the window. A drop box is located for your convenience next to the reception window. Please use the StanWORKs Child Care drop box when dropping off paperwork.



NEW STANWORKS CHILD CARE PROGRAM APPLICATION HOURS

Monday - Friday

8:00 am – 2:30 pm

Trustline Requirement

For Stage 1 Child Care, the Trustline application process must be completed within 7 days from the first day child care services began. Trustline-required providers must clear the Trustline registry before they can be approved as a provider. The program cannot reimburse for child care services unless the provider receives a "Cleared" Trustline status.

For Stage 2 and 3 Child Care, the Trustline application process must be completed within 28 calendar days from the first day child care services began. Reimbursement for child care services will be terminated if the provider fails to register within the prescribed timeframe. Reimbursement may be authorized beginning the day the provider completes the Trustline application process.



Important

Parents, please notify the program before changing or using a new provider. Completion and submission of the appropriate paperwork prior to using a new provider is crucial. Remember, parents are responsible to pay the provider if the program cannot approve your provider, or your provider fails to pass the Trustline registry.