

CHILD CARE CORNER

NEWSLETTER
SPECIAL ISSUE
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StanWorks Child Care Program
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With the new year, the StanWORKs Child Care Program wants to issue Child Care providers a few important reminders.

- ✚ The times that a parent drops off and picks up the child must be filled out by the parent daily.
- ✚ If you take a child to school and pick them up at the end of the day it is your responsibility to fill in the times and your initials daily.
- ✚ Remember that you must use exact times. Even if the child gets out of school everyday at 2:45 and you pick them up, they may not be in your care until 2:47 or 2:50. Please use only the exact time.
- ✚ Do not write in the "County Use Only" sections of the request for reimbursement form.
- ✚ Please remember to date all documents using "2010"
- ✚ Any changes that are made to the request for reimbursement must be initialed. If you change a time, the date, or even just cross out a mistake, you must put your initials next to the correction.
- ✚ White out is NOT allowed to be used anywhere on the request for reimbursement.
- ✚ Please use only blue or black ink on the request for reimbursement.
- ✚ Your signature and date on Part C of the request for reimbursement must be on or after the last day of care.
- ✚ When completing the "Provider Charges" section of the request for reimbursement, please be sure to use the rate that you currently have on file with us, even if the rate we use to calculate your reimbursement is different. For example, if you ask for \$4.00 an hour but we can only reimburse you \$2.85, you need to specify your established rate of \$4.00 an hour. The difference between what you're issued and what your total charges are is the parent's co-payment.
- ✚ On the "Provider Charges" please use only **one** method to determine your total charges. Use hourly, daily, weekly, **OR** monthly, one that corresponds to your established rate we have on record.