

CHILD CARE CORNER

Winter '09 Newsletter



StanWorks Child Care Program
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The Request for Reimbursement form, validated by the sign-in/sign-out portion of the form establishes a record of which adult is supervising and responsible for the child regarding health, safety, and liability issues.

In an effort to promote accountability, responsibility for care, and to ensure the safety of all children receiving subsidized child care services, regulations require that request for reimbursement forms be completed daily using actual times when child(ren) are signed in and out of care.

The sign-in/sign-out portion of the form must be completed on a daily basis with original full signatures. Parents or authorized person must sign their full name and record the actual in and out time for each child as the child is checked in and checked out. The provider can not complete the sign-in/sign out portion for the parent. If children are signed in before school, they should be signed out during school hours and signed back into care, if applicable, after school is over.

A new Licensed Provider Designation form (for licensed providers), or Exempt Provider packet (for license-exempt providers) must be completed and submitted to the program when adding children, for provider name or address changes including change in location where child care service is provided, or after an over 30 day break in service. Additional documentation may be requested by the program.

Please make sure that forms are correctly and completely filled out to avoid delay in processing. Request for Reimbursement forms are processed on a flow basis within 30 days from the date they are received by the program. The program cannot give request for reimbursement status unless the 30 days has elapsed from receipt date of the request for reimbursement with correct and complete documentation.

Incomplete, incorrect and/or unsigned forms will result in the requests for reimbursement being denied or delayed. Correct processing date is the date the program receives final information necessary to process the request for reimbursement. Example: if a request for reimbursement is received on the 5th but the Family Fee receipt is not received until the 12th, the request for reimbursement will be processed within 30 days from the date the Family Fee receipt was received.