

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 in order to be approved.
4. Attendance sheets will be processed in the order they are received.
5. 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.
6. Upon approval of the attendance sheets, 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.
7. Upon approval of the attendance sheets, 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.
8. The parent/caretaker is responsible for the weekly parent fee. If the parent fee owed to the provider is less than the cost of care charged to the county there will be no reimbursement. If the parent fee is not paid to the provider, the child care case will be closed.
9. For both child care service unit's 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.
10. The county has 30 days to issue payment to the parent/caretaker or the appropriate provider IF care is approved.