

Child Care Corner

Summer '08 Newsletter



IMPORTANT



The State requires accurate completion of all parts of the request for reimbursement. Incomplete or incorrectly completed request for reimbursement is the number one reason payments are denied. Part A of the request for reimbursement must be completed on a daily basis. Child Care regulations require that parents or persons authorized to drop off and/or pick up the children sign their full name and record the actual in and out time daily for each child. 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 must also be completed with actual in and out time daily and initial. Once submitted, there will be no opportunity to correct an incomplete or incorrectly completed request for reimbursement. Incomplete or incorrectly completed request for reimbursement will be denied. If you notice a mistake prior to submitting the form, do not use white out when making corrections. You need to cross off the error and put your initials next to the correction.

If you have an unusual schedule or have questions on how to complete the in and out time on the payment request accurately and correctly, please call your case manager for assistance. Denied payment(s) become the responsibility of the parent(s).



REMINDER:

- * If you have or will have a licensed exempt provider, it is important that your provider submit a completed Trustline application packet within seven (7) days or as soon as possible after child care services are provided. Payments cannot be made for services rendered prior to your license-exempt provider becoming Trustline registered and **cleared**. For questions, please call 558-2332.
- * Accurate and complete Request for Reimbursement forms must be submitted by the 5th of the month following the month of service to allow for processing and issuance of payment by the end of that month. The program has 30 days to process accurately and correctly completed Request for Reimbursement forms.



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

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Child Care Hours:

M, T, Th, F: 8 am- 5 pm

W: 8 am- 6:30 pm

Application Hours:

Monday through Friday until 4 pm

Application Interviews:

Applications must be submitted in person for a face to face interview with a Child Care case manager. Applications cannot be accepted unless paperwork is completed and submitted with all required verifications. Interview appointments after 4 pm can be requested for Wednesdays by calling the Child Care Info Line at 558-2332.

STANISLAUS COUNTY
Community Services Agency
Post Office Box 42
Modesto, CA 95353-0042

RETURN SERVICE REQUESTED



Board of Supervisors
William O'Brien
Thomas Mayfield
Jeff Grover
Dick Monteith
Jim DeMartini