

# Choices for Children



Child Development Incorporated

Dear Child Care Provider,

Thank you for providing child care services to our Choices for Children families.

The reimbursement process is as follows:

- The Attendance Log is the legal document used to verify that child care services were provided as authorized by Choices for Children. The parent must write the time in and out on a daily basis reflecting actual times of care.
- At the end of each month, the provider and the parent must sign the bottom of the Attendance Log certifying actual child care services provided during the month.
- Attendance Log must be received by Choices for Children no later than the third (3rd) day of the month following the month of care. Attendance Logs submitted after the third (3rd) of the month may not be processed and reimbursed until the following month.
- Choices for Children will mail your reimbursement check on the tenth (10<sup>th</sup>) working day of the month.

For your convenience the **MAIL OUT DATES FOR THE YEAR 2020** are listed below:

<b>January 15, 2020</b>	<b>July 15, 2020</b>
<b>February 14, 2020</b>	<b>August 14, 2020</b>
<b>March 13, 2020</b>	<b>September 15, 2020</b>
<b>April 14, 2020</b>	<b>October 14, 2020</b>
<b>May 14, 2020</b>	<b>November 13, 2020</b>
<b>June 12, 2020</b>	<b>December 14, 2020</b>

Please allow seven (7) business days for your reimbursement check to arrive.

To help avoid a delay in your reimbursement, please follow the above procedures and immediately inform us of any change in your mailing address. Please feel free to call if you have any questions at (408) 297-3295.

Thank you again for your cooperation and the services you provide to our families!