

# 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 Sheet is the legal document used to verify that child care services were provided as authorized by Choices for Children. The parent must sign in and out on a daily basis reflecting actual times.
- At the end of each month, the provider and the parent must sign the bottom of the Attendance Sheet certifying actual child care services provided during the month.
- Attendance Sheets must be received by Choices for Children no later than the third (3rd) day of the month following the month of care. Choices for Children will mail or direct deposit your reimbursement check on the tenth (10<sup>th</sup>) working day of the month.
- Attendance Sheets submitted after due date will be processed and we will mail or direct deposit your reimbursement check on the last Wednesday of the month.

For your convenience, the **MAIL OUT DATES for 2021** are listed below:

<b>January 15, 2021</b>	<b>July 15, 2021</b>
<b>February 12, 2021</b>	<b>August 13, 2021</b>
<b>March 12, 2021</b>	<b>September 15, 2021</b>
<b>April 14, 2021</b>	<b>October 14, 2021</b>
<b>May 14, 2021</b>	<b>November 12, 2021</b>
<b>June 14, 2021</b>	<b>December 14, 2021</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!