



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 fifth (5th) day of the month following the month of care. Attendance Sheets submitted after the fifth (5th) of the month may not be processed and reimbursed until the following month.
- Choices for Children will mail your reimbursement check on the tenth (10th) working day of the month.

For your convenience the MAIL OUT DATES are listed below:

January 14, 2011	July 15, 2011
February 14, 2011	August 12, 2011
March 14, 2011	September 15, 2011
April 14, 2011	October 14, 2011
May 13, 2011	November 14, 2011
June 14, 2011	December 14, 2011

Please allow five (5) 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 @ (408) 297-3295.

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