

SOLANO FAMILY & CHILDREN'S SERVICES

421 Executive Court North - Fairfield, CA 94534-4019 – (707) 863-3950 – Fax: (707) 863-3975 – Toll Free: 1-888-861-1594

PROVIDER ACKNOWLEDGEMENTS

There are many things you have learned about Solano Family & Children's Services (SFCS), as well as many rules/regulations about being reimbursed as a Subsidized Child Care Provider. Below are some things that are often overlooked or misunderstood. **Please initial next to each statement**, to acknowledge you understand each of these.

_____ I understand SFCS is closed to the public every Tuesday morning until Noon AND all day on the first and third Friday of each month.

_____ I understand that I am **NOT** an employee of SFCS (I am an independent contractor – self employed). Therefore, taxes will not be deducted from my reimbursements, and I cannot collect unemployment based on money received from SFCS. Each January (if I have received at least \$600 in reimbursements from SFCS the previous year) I will receive an IRS form 1099-Misc (not a W-2). I also understand that I should NOT list SFCS as my employer when completing employment applications, credit applications or housing/apartment rental applications. Instead I should write that I am an independent contractor (self –employed).

_____ I understand my “provider file”, will not be considered complete until all requirements are met, including background/fingerprint clearances (if applicable), and all required documents are received by SFCS. It is not until the process is completed, that certificates are generated, which can then be signed (by both the Parent and me), and submitted in order to receive Child Care Attendance Forms (CCAFs). It is complete and correct CCAF that trigger reimbursements to Providers.

_____ I understand that if I do not meet deadlines set forth in the “Notice to Provider” (NTP), or clear my background investigation (if applicable), there may be a delay or denial of reimbursements for child care services provided.

_____ I understand there are requirements the parent (whose child(ren) I am caring for) must meet that can also affect my reimbursement.

_____ I understand that I must maintain Temporary CCAFs, signed by subsidized parents on a daily basis, and follow the steps listed below in order to be reimbursed:

- ✓ I must wait to receive Certificates for Child Care Services;
- ✓ I must turn in the certificates with the parent's and my signature;
- ✓ I must obtain official CCAFs;
- ✓ I must staple the temporary CCAFs to the back of the official CCAFs;
- ✓ I must turn in the official CCAFs (with the temporary CCAFs stapled to the back);
- ✓ Once all of the above is done, then I can expect my reimbursement from SFCS.

_____ I understand that every Monday (by 5:00 p.m.) is a CCAF submission deadline. My deadline to submit my CCAF is the first Monday after the care is completed for the month. Therefore, if the last day of the month is ON a Monday, and the care doesn't end until 5:00 p.m., I will not be able to submit the CCAF until after 5:00 p.m. that day. I cannot submit a form BEFORE the care is completed for the month – for example, if the last day of the month is May 30, and the care ends at 5:00 p.m., I cannot submit the form before 5:00 p.m. that day.

_____ I understand that my reimbursement date is dependant upon the date the CCAF is submitted. Once a CCAF is submitted (on or before a Monday), the reimbursement is deposited (on or before) three Fridays later. Please refer to the CCAF Reimbursement Schedule given to you for more specifics.

Print Provider's Name: _____

Provider's Signature: _____ Date: _____