

## **TIPS FOR DAYCARE PROVIDERS**

- Daycare subsidies can only be paid for actual daycare services provided. Monroe County cannot pay for “slots” or transportation provided by you.
- Make sure your attendance sheets are filled out completely and accurately before asking the parent to sign their approval. You should never ask a parent to sign a blank attendance sheet.
- Attendance sheets should be signed by you and the parent before submitting them to Monroe County. Submitting unsigned attendance sheets could delay payment.
- Attendance sheets should reflect the actual time of day that care begins and ends. If a child did not attend daycare due to illness, vacation, or any other reason, that child should be marked on the attendance sheet as absent for that day. Monroe County’s approved Child Care Plan does not allow payment for absences.
- If you ask parents to sign a contract for your daycare services, please understand that Monroe County is not a party to that contract and therefore is not responsible for compliance with the terms of that contract.
- If a child in your care attends another program (such as Universal Pre-K) you cannot bill the daycare subsidy program for the same hours the child spends in the other program.
- Overpayments due to billing errors on your part will require repayment back to Monroe County. Intentional misrepresentation of daycare services provided could result in disqualification from receiving daycare subsidy payments, licensing sanctions, or prosecution for fraud.
- If a parent is required by Monroe County to pay a weekly parent fee, you must collect the parent fee directly from the parent. Failure to collect the weekly parent fee may adversely impact your ability to receive future payments from Monroe County.

## **TIPS FOR PARENTS IN AN APPROVED ACTIVITY**

- Monroe County can only pay for actual daycare services provided, and only for care during the hours of your employment or your participation in an approved activity (plus a maximum of 60 minutes of travel to and from your job or activity). You will be liable for payment to your provider for any care not billable to the subsidy program.
- Only sign an attendance sheet after your provider has filled it out completely and accurately. Attendance sheets are used to bill Monroe County for daycare services provided to your child, therefore you and your provider are responsible for the attendance sheet’s accuracy and completeness. Never sign a blank attendance sheet.
- If you sign a contract with your provider for daycare services, please understand that Monroe County is not a party to that contract and therefore is not responsible for compliance with the terms of that contract. You will be liable for payment to your provider for any care that is not billable to the subsidy program.
- Monroe County cannot pay for any daycare absences, whether due to illness, vacation, or program closures.
- You must notify Monroe County within ten (10) days of any changes that may affect your subsidy case (change in income, household composition, address, employment, etc). Overpayments resulting from a failure to notify us of changes will need to be repaid by you to Monroe County. Intentional misrepresentations may lead to program sanctions or prosecution for fraud.