

**Process for *licensed providers* to enroll in the child care subsidy system.**
**1**
**You must be selected by a family that is authorized to receive a subsidy.**


If you have a family that is interested in participating in your child care program and they have a subsidy voucher with Children's Council, you will need to confirm that the family is authorized by requesting the following information:

- Name of the family receiving subsidized child care and phone number
- Name of the child(ren) who will receive subsidy
- Name of **Family Services Specialist** and phone number. The Family Service Specialist (FSS) is the person who manages the family's eligibility and need for services and who determines the dates authorized for the child care as well as the authorized schedule at the Children's Council of San Francisco.

**2**
**Call the Family Services Specialist**


To discuss the parent's interest in attending your Licensed Family Child Care. The specialist will verify if the family is receiving a subsidy and if they will be authorized in the future. Confirm if you will accept the family.

**3**
**The process for the first family takes time.**


The family will be going through an enrollment process before a formal request for provider enrollment begins.

The Family Services Specialist will request the **Provider Support Coordinator** to complete the process for you to be authorized to receive Subsidy payments. The Provider Support Coordinator oversees enrolling providers to be able to receive Subsidy Payments for authorized families.

**4**
**Be prepared with the necessary documentation.**


The sooner you submit it, the faster you will be approved. You will only have to submit the paperwork once. After your first time accepting a family with a subsidy voucher your information will be saved in the system.

During your enrollment process, you will be contacted by a Provider Support Coordinator. They will ask you to provide a valid email address to process the forms included in your intake paperwork. This email address will serve as a communication tool between you and the Provider Support Coordinator throughout the enrollment process.

When working on your enrollment, you can use the check list below to ensure that you complete all the required intake documentation:

- Fraud Policy
- Authorization to Release and Exchange Information
- Attendance Sheet Guidelines
- W-9 for tax purposes
- Direct Deposit Authorization Form
- Holiday Closure Days Form



**In addition**, you will be asked for a copy of the following documents, which you can upload to CareConnect.

**4**


- Copy of your Child Care License
- Payments are only made through direct deposit, you will be asked for a pre-printed document from your bank showing your name, account number, and routing number. If it is a checking account, you can deliver a personal check, since it already has this information, and write VOID on it to protect your account.
- One** of the following or all if you have them: Flier, Child Care Contract, or Parent Handbook that includes:
  - Child care fees
  - Hours and days of operation
  - List of Holidays that you are closed, or other days that your child care is not operating. **Please note that Children's Council of San Francisco only pays a maximum of 10 closed days per fiscal year that goes from 07/01 of the current year to 06/30 of the following year**

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#### When can I start?



For most programs, you will be approved to receive a child with a subsidy program after you complete your enrollment with the Provider Support Coordinator. But it's always good practice to confirm with the Family Service Specialist because parents also need to do their paperwork with them, and you need to confirm the start date.

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#### What's next?



You will receive a copy of Child Care Certificate via CareConnect from the Family Services Specialist detailing the authorized dates and hours of care. You are required to report child care provided for the month in order to receive payment. Digital attendance recording and submission via CareConnect is the fastest and easiest way to report child care attendance. Attendance sheets are also available to be downloaded via CareConnect if you prefer submitting hardcopies via mail. A Provider Support Coordinator will set up your CareConnect account and provide you with our user-friendly "Tip Sheets" for your use..

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#### When will I receive my payment?



Attendance sheet are due by the 3rd business day of the following month that child care was provided. Both parent and provider must sign before submitting.

Payment for on time attendance sheet will be made by the 12th business day of the following month that child care was provided. (Not counting Saturdays, Sunday, or holidays to determine the 3rd or 12th business day of the month)"

- Example: If you turn in your timesheet by 11/03/23 (the 3rd business day of November, your payment will be due 11/16/23 (the 12th business day of November).

Attendance sheets received after the 3rd business day will be paid two weeks after receipt.

**8**


#### Congratulations!

You are now registered to receive child care subsidy for children. Now you can welcome other families interested in attending your program as long as you have space, you have confirmed with the Family Services Specialist that the family has been approved for child care subsidies and you have received a Child Care Certificate.

**EXCEPTION:** Newly licensed providers in San Francisco cannot receive families from the ELFA Program (Early Learning For All) because providers must meet other requirements to participate in that program.