



YMCA CHILDCARE RESOURCE SERVICE
Alternative Payment Program
Provider Reimbursement Schedule
(Effective February 2016)

In an effort to balance the high volume of incoming Attendance Sheets, and thus be able to provide consistent and excellent customer service to all of our providers, payments are divided into two major payment runs.

- For providers whose center name or last name begins with letters **A-L**, Attendance Sheets are due and payments will begin being processed on the **FIRST Tuesday** of the month.
- For providers whose center name or last name begins with **M-Z**, Attendance Sheets will be due and payments will begin being processed on the **THIRD Tuesday** of the month.
- Attendance sheets for providers M-Z submitted PRIOR to the third Tuesday of the month will not be processed earlier than the due date.
- All reimbursement for attendance records submitted on time according to this schedule will be issued within 10 business days of due date, with the payment day always falling on a Friday.
- Attendance Sheets received after the assigned due date will be included and paid with the next biweekly payment cycle.
- Attendance Sheets received more than three months after the original due date **WILL NOT BE PAID**.
- Funding for the AP Program is based on a July through June fiscal year. **Every July, Attendance Sheets for both schedules A-L and M-Z are due promptly on the first Tuesday in July.** This is due to our funding requirements to close out the fiscal year ending June 30th. Parents and providers will receive additional reminders via email when July approaches.
- **June**, late Attendance Sheets **WILL NOT BE PAID** if submitted after the first Tuesday in July.

YMCA CRS is not responsible for late mail delivery or holidays that may cause delay in the mail.

Return completed Attendance Sheets to:

YMCA – Alternative Payment Program
3333 Camino Del Rio South #400, San Diego, CA 92108

I have read and understand the policies and procedures as stated above.

Name of Provider or Center Name

Email Address

Provider Signature

Date