

**RECEIPT OF YMCA CHILDCARE RESOURCE SERVICE ALTERNATIVE PAYMENT PROGRAM GUIDELINES
READ, SIGN AND RETURN TO YOUR CASE MANAGER OR PROVIDER SPECIALIST**

The YMCA Childcare Resource Service (YMCA CRS) Alternative Payment Program Guidelines are available online at: <http://www.crs.ymca.org>. **In order to receive subsidized child care from YMCA CRS and prevent services from being interrupted, parents and providers must understand and adhere to the following key guidelines:**

PARENT AND PROVIDER are responsible for promptly reading written documents from Case Manager or Payment Technician, including written requests for time sensitive documents, and Notices of Action. Parent and provider understand that mail is the primary form of communication.

PARENT AND PROVIDER are responsible for reading, understanding, and following the YMCA CRS Fraud Policy, and also truthfully reporting within five calendar days to Case Manager any information related to child care location, days, times, and provider caring for child(ren) (page 44).

PARENT AND PROVIDER are responsible for accurately completing Attendance Sheets by writing exact time of drop off and pick up on a daily basis, indicating any reason for absence or last day of child care, using full signatures at the end of the month, and NOT recording time if child did not attend (page 32).

PARENT RESPONSIBILITIES

PARENT is responsible for truthfully reporting any change in family circumstances that may affect eligibility or need for the program within five calendar days, including but not limited to employment or vocational training, income, family size, marital status, home and work phone number and/or address (page 25).

PARENT is responsible to notify Case Manager of planned change in provider two weeks prior (page 26); a new child care provider will not be reimbursed until he/she completes the enrollment process with YMCA CRS Provider Services, and registers with TrustLine if applicable (page 19).

PARENT is responsible for paying assigned Family Fee to the provider on time, as indicated on the Notice of Action (page 30).

PARENT is responsible for reimbursement of any care that occurs outside his/her approved and verified need activity hours, as indicated on the Notice of Action and Child Care Certificate (page 23 and 29).

PARENT is responsible for submitting a written appeal prior to the Appeal Due Date in the event that he/she receives a Notice of Action for Termination, in order to be considered for Reinstatement or continuation of services (page 39).

PROVIDER RESPONSIBILITIES

PROVIDER is responsible for reporting all changes of rates, hours/days of operations, license (if applicable), direct deposit information, phone number and/or address, within five calendar days (page 19).

PROVIDER is responsible for indicating expected payment for services on the Attendance Sheet; this amount shall be the same charged to non-subsidized families receiving services in their care (page 32 and 35).

I, _____ hereby declare that I have received and read the YMCA CRS Alternative Payment Program Guidelines, have been given the opportunity to ask questions, and acknowledge that I am responsible for understanding the policies and procedures regarding my participation in the child care subsidy program.

Name (Print)

Signature

Date

Please check only one: Parent

Provider

Email Address

Business Name (for providers only)