



### **Information for Clients with Child Care Subsidy (DHS or other)**

This document provides an overview of the process and guidelines for Cub Care Zone (C<sup>2</sup>Z) to accept child care payments from an approved agency.

- 1) Cub Care Zone Registration and Enrollment
  - a. Register each child for C<sup>2</sup>Z at the primary site\* he/she will attend.
  - b. Pay the annual registration fee per child.
  - c. Complete the Enrollment Packet for each child.
  - d. Parents/guardian must sign and follow all procedures as outlined in the C<sup>2</sup>Z Parent Handbook.
- 2) Child Care Council (CCC) Paperwork
  - a. Complete the CCC paperwork for the school building(s) each student will attend for school days.
  - b. If applicable, complete the required CCC paperwork for the Good Shepherd building for each child attending Non-School Days and/or Summer care.
  - c. Return all completed paperwork to the C<sup>2</sup>Z main office; C<sup>2</sup>Z will mail all paperwork to CCC.
- 3) Applying with the Department of Human Services (DHS)
  - a. Parent/Guardian must complete and submit all required paperwork to DHS to receive a Case Number.
  - b. Complete a Child Care Statement for both the primary site\* for before and after care, and for Good Shepherd for Non-School Day or Summer care for each child approved by CCC. This form is signed by both the parent/guardian and C<sup>2</sup>Z. A separate Child Care Statement is required for each site you wish your child to attend.
  - c. The Child Care Statement is the parent's responsibility. Please use the C<sup>2</sup>Z pre-filled version available from the C<sup>2</sup>Z main office at the Good Shepherd building.
  - d. Both the parent and C<sup>2</sup>Z will receive notification of the approval of your child care benefits from DHS listing the weekly parent fees due, if any, and the start and end date of the benefit.
  - e. **Parent fees, established by DHS, are the responsibility of the parent/guardian and must be paid according to the C<sup>2</sup>Z payment schedule.**
  - f. Any change to a child's schedule must be reported to C<sup>2</sup>Z and requires a two week notice to process.
  - g. C<sup>2</sup>Z must immediately report any child missing more than three consecutive days of care to DHS.
  - h. After services have been provided, C<sup>2</sup>Z must submit your attendance to DHS. You are required to sign the summary report of your child's attendance. We will contact you when the report is available for your signature.

**\*\*\*More important information on back\***

**Rush-Henrietta Cub Care Zone (C<sup>2</sup>Z) 585.359.7911**

- 4) Renewing your services with the Department of Human Services (DHS)
  - a. C<sup>2</sup>Z must be approved by the CCC annually in August (Elementary Schools) or September (Good Shepherd). Every C<sup>2</sup>Z client receiving subsidy from any source, must reapply with the CCC at the same time.
  - b. DHS renewal must be submitted prior to the case expiration, and is the responsibility of the parent/guardian. Each client will have their own renewal date.
  - c. Failure to complete this renewal process will result in loss of your child care benefit. Enrollment in C<sup>2</sup>Z will then require full payment by the parent/guardian.
- 5) Parents/guardian are responsible for all fees not authorized or paid by DHS
  - a. As outlined in our Parent Handbook, all fees which are the responsibility of the parent/guardian are due according to our payment schedule. See the Financial Agreement for exact due dates; typically, all fees are due the 15<sup>th</sup> of the month before care is provided.
  - b. Failure to pay fees by the deadline may result in the late fees being added to the account.
  - c. Child care benefits through DHS or other providers do not cover the C<sup>2</sup>Z Registration Fees, Late Payment Fees, Late Pick-up Fees, bounced check fees, Bus Return fees, and potentially no-shows for Non-School Days or before and after care; **these fees are your responsibility**. This includes before and after school care and non-school day care.
  - d. DHS and other agencies may authorize payment for a specific amount of time. Care provided beyond these approved hours will be the responsibility of the client. Fees will be calculated based on our fee schedule.
  - e. If DHS or other provider approves payments for a period of time when a parent/guardian paid for C<sup>2</sup>Z out of pocket, a refund or credit may be due.
  - f. For any C<sup>2</sup>Z enrollment pending assistance approval by an agency, a start date will be determined based on the approval dates and Transportation Department deadlines for changing service.
  - g. **You are responsible for full payment of care until we are notified by the assistance agency that you have successfully completed the entire process and we are authorized to bill them for any or all of your child care.**
  - h. To avoid potentially paying out-of-pocket for non-school day care, cancelations must be made one week prior to the date of care. Two weeks notification is required for any changes to before and/or after school care.

\*Cub Care Zone Sites available:

- Good Shepherd building (UPK Extended Day, K-3 Morning Care, K-6 Non-School Day Care, and Summer Care)
- K-3 Elementary Buildings: Crane, Fyle, Leary, Winslow
- 4-6 Elementary Buildings: Sherman, Vollmer

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