ACCOUNTING ASSISTANTS – CHILD CARE PAYMENTS Number: 351

Approved: **Signature on file** Date: 04/99 (R 02/2010)

The procedure establishes guidelines and instructions for Accounting Assistant IIs (AAIIs) when processing child care payments. AAIIs are responsible for issuing child care payments on approved child care cases, per individual district policy. Payments will be issued in accordance with CalWORKs Policy 302 – Child Care Services – Stage One and Policy 307 – Child Care Payments. The AAIIs will work in conjunction with Initial Services Workers (ISWs) and On-Going Services Workers (OSWs) to issue child care payments.

CHILD CARE PAYMENT

Upon receipt of the CalWORKs Child Care Reimbursement Report (CCP 2145), the ISW/OSW will:

1. Review the CCP 2145 form for accuracy and completion.
2. Indicate on the CCP 2145 form "OK TO PAY", initial the form and submit to the AAII.
3. Submit a copy of the AAII Action Request Sheet (F063-41-96) to the AAII instructing the AAII what issuance is needed.
4. Submit one copy of either "Assign Child Care Services, Assign Transportation, or Assign Ancillary Supportive Services" screen print and a copy of the CCP 2145.

Upon receipt of the CCP 2145, screen print and action sheet, the AAII will:

1. Review the Attendance tab on the Maintain Employment Services Participation window.
2. Report any difference in hours of participation to the worker prior to making payments.
3. Authorize child care payments according to the Supportive Services Payment Authorization Resource Guide
4. Narrate actions taken in CalWIN.

5. Inform ISW/OSW of payment authorization.

ATTACHMENTS

1. Child Care Reimbursement Report – CCP 2145
2. Child Care Plan – F063-41-18
3. AAII Action Sheet – Supportive Services AAII Action Request Sheet (F063-41-96)