

Licensed Exempt Providers

DID YOU KNOW?

- 1** Checks are mailed on Fridays
- 2** You can arrange to pick up your check by calling the Fiscal Department (530.745.1380).
- 3** Direct Deposit is available. Complete a Direct Deposit Agreement Form and submit it to the Fiscal Department with a voided check.
- 4** Attendance Records are processed on a first in, first out basis.
- 5** Reimbursements are processed within 15 **working days** from receipt of a correctly completed Attendance Record.
- 6** There is a drop box at the 365 Nevada Street, Auburn location (Annex Building).
- 7** Items placed in the drop box are date stamped as being received the next working day.
- 8** Attendance Records are due the 1st day of the month following the month they are for.
- 9** Attendance Records received more than 30 days from the due date will be returned unpaid.
- 10** Supplemental Attendance Records are due within two weeks from the date of issuance or within 30 days from the end of the month they are for, whichever is applicable.
- 11** Adjustments must be requested within 60 days from the reimbursement date.
- 12** Attendance Records need to be submitted to 365 Nevada Street, Auburn, CA 95603.
- 13** Any Attendance Records submitted to the Rocklin location will not be considered received for payment processing until it is received in the Nevada Street office.