

Licensed Providers

Did you know?

1. Checks are mailed on Fridays.
2. You can arrange to pick up your checks by calling the Fiscal department at 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 the receipt of a correctly completed Attendance Record by the Fiscal department in Auburn.
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 may 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. Registration fees are not automatically paid. Registration fees must be invoiced. Registration fees are paid up to the maximum Regional Market Rate (RMR) allowed by the State.
13. PTO/Provider Time Off: PTO days are paid in accordance with the child's expected attendance and must be detailed on the facility contract.
14. Attendance Records need to be submitted to 365 Nevada Street, Auburn, CA 95603.
15. 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.