Did you know?

1. Checks are processed weekly.

2. Direct Deposit is available. Complete a Direct Deposit Agreement Form and submit it to the Fiscal Department with a voided check.

3. Attendance Records are processed on a first in, first out basis.

4. Reimbursements are processed within 15 working days from the receipt of a correctly completed Attendance Record by the Fiscal department in Roseville.

5. There is a drop box at 1229 Pleasant Grove Blvd, Roseville, Ca, 95678 and 365 Nevada Street, Auburn location (Annex Building).

6. Items placed in the drop box are date stamped as being received the next working day.

7. Attendance Records are due the 1st day of the month following the month they are for.

8. Attendance Records received more than 30 days from the due date may be returned unpaid.

9. 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.

10. Adjustments must be requested within 60 days from the reimbursement date.

11. 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.

12. PTO/Provider Time Off: PTO days are paid in accordance with the child’s expected attendance and must be detailed on the facility contract.

13. Attendance Records need to be submitted to 1229 Pleasant Grove Blvd, Roseville, Ca, 95678 or 365 Nevada Street, Auburn, CA 95603.

14. Attendance Records should not be submitted to the Rocklin Sunset location. Attendance records will not be considered received for payment processing until it is received in the Pleasant Grove Office.