

Childcare reimbursement is calculated using the Regional Market Rate (RMR), which is a State Survey used to determine the childcare rates in each county. Reimbursement categories are chosen based on the age of the child, the certified need for care and the type of provider. This reimbursement ceiling is compared to the provider's total monthly bill. The reimbursement amount is the lesser of the two. Regional Market Rate Ceilings for the county where the childcare takes place are attached and can be found at: <https://rcscc.adm.dss.ca.gov/>. Premium Rates may be applicable if 10 % or more of the care takes place during Premium hours. Detailed reimbursement categories and information on Premium rates can be found in the Provider Policies.

Provider agrees that the rates charged for any child on the subsidized childcare program must be equal to or less than the rates charged for a non-subsidized child, including any discount or scholarship rates that may apply, if any. Provider also understands that if documentation for childcare services is not correct or complete, or if the provider does not meet the Placer County Office of Education (PCOE) terms and conditions, they will not qualify for reimbursement.

In the event that an overpayment or underpayment is identified, the provider will receive written notification of the discrepancy that includes the identified amount. A payment adjustment will be made to the following month's reimbursement.

PCOE's fiscal year is July 1st – June 30th. Each fiscal year, all attendance records through June 30th, must be submitted by July 15th. No payment will be made for childcare provided when attendance records are received late after July 15th. Attendance Records must be submitted to:

Placer County Office of Education – Early Childhood Education  
1400 W. Stanford Ranch Road  
Rocklin, CA 95765

There are drop boxes available at 1400 W. Stanford Ranch Road, Rocklin, CA 95765 (back of the building) and 360 Nevada Street, Auburn, CA 95603.

Complete and correct Attendance Records are reimbursed within 21 calendar days from the date received at the PCOE office, 1400 W. Stanford Ranch Road in Rocklin. Attendance Records are due no later than 30 days following the month childcare took place. Please take note that attendance records placed in the drop boxes will be determined as received on the day of arrival to PCOE, 1400 W. Stanford Ranch Road, Rocklin.

For more information please contact Viviana Rodriguez-Guzman at (530) 886-2034 or Laurie Staunton at (530) 745-1363. Provider Policies are available upon request.

Please note: Placer County Office of Education (PCOE) is not responsible for Attendance Records mailed or put in drop box. It is suggested that you retain copies of all submitted materials.

Name of Childcare or Center: \_\_\_\_\_

Provider Name (please print): \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PCOE Representative: \_\_\_\_\_ Date: \_\_\_\_\_