

Child Care Fact Sheet for Providers

How can I become an approved provider?

- Non-licensed providers must attend an in-person enrollment appointment while licensed providers must complete a phone enrollment. The enrollment is complete once all required forms and documents are submitted and approved.

<https://wp.childaction.org/currently-enrolledprospective-providers/>

Once I am approved by Child Action what are my next steps?

- Wait for the Child Care Processing Unit to receive updated information from Child Action, Inc., send you your copy of the certificate and process any timesheets that have been submitted.

<http://www.dha.saccounty.net/EmploymentServices/Documents/SuggestedDocumentsforProviders.pdf#search=2145%20request>

What is TrustLine?

- TrustLine is California's registry of in-home child care providers, tutors, in-home counselors, and child care staff at Ancillary Child Care Centers who have passed a background screening.

http://trustline.org/?page_id=4#What

What happens if I do not pass the TrustLine?

- State law prohibits Child Action, Inc. from paying providers whose TrustLine application is pending, denied or closed. So if your TrustLine application is not cleared, we will never be able to pay you for services.

http://docs.childaction.org/booklets/subsidy/ProviderBooklet_printable%20with%20links.pdf

After submitting my Request for Reimbursement CCP 2145, when can I expect payment?

- Once you submit your CCP 2145, it is reviewed by the Child Care Unit. The Child Care Unit then sends it to the Fiscal Unit who also reviews it and forwards to the Department of Finance for payment. This process can take up to 45 days for payment to be issued.

How much are providers paid?

- Please follow link for current reimbursement ceilings:

<http://www3.cde.ca.gov/rcsc/index.aspx>

Who do I contact regarding payment information?

- Please contact the Child Care Processing Unit at (916) 874-6000.