

# CHILD CARE SCHOLARSHIP PAYMENT GUIDE



ADVANCE PAYMENT MONTH	ADVANCE PAYMENT SNAPSHOT	ADVANCE PAYMENT DATES	NUMBER OF PAYABLE DAYS	TRUE-UP RECONCILIATION DATES
JANUARY 2024	DECEMBER 30, 2023	JANUARY 15 JANUARY 31	23	APRIL 30, 2024
FEBRUARY 2024	JANUARY 27, 2024	FEBRUARY 15 FEBRUARY 29	21	MAY 31, 2024
MARCH 2024	FEBRUARY 24, 2024	MARCH 15 MARCH 31	21	JUNE 30, 2024
APRIL 2024	MARCH 30, 2024	APRIL 15 APRIL 30	22	JULY 31, 2024
MAY 2024	APRIL 27, 2024	MAY 15 MAY 31	23	AUGUST 31, 2024
JUNE 2024	MAY 25, 2024	JUNE 15 JUNE 30	20	SEPTEMBER 30, 2024
JULY 2024	JULY 1, 2024	JULY 15 JULY 30	23	OCTOBER 31, 2024
AUGUST 2024	JULY 27, 2024	AUGUST 15 AUGUST 31	22	NOVEMBER 30, 2024
SEPTEMBER 2024	AUGUST 31, 2024	SEPTEMBER 15 SEPTEMBER 30	21	DECEMBER 31, 2024
OCTOBER 2024	SEPTEMBER 28, 2024	OCTOBER 15 OCTOBER 31	23	JANUARY 31, 2025
NOVEMBER 2024	OCTOBER 26, 2024	NOVEMBER 15 NOVEMBER 30	21	FEBRUARY 28, 2025
DECEMBER 2024	NOVEMBER 30, 2024	DECEMBER 15 DECEMBER 31	22	MARCH 31, 2025
JANUARY 2025	DECEMBER 28, 2024	JANUARY 15 JANUARY 31	23	APRIL 30, 2025

# Payment Frequently Asked Questions

## How can I better understand the column headings used on the Child Care Scholarship Payment Guides?

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When referencing the Child Care Scholarship Payment Guide, understanding the following terms will prove helpful:

- **Advance Payment Month** – is the process of paying providers in advance of the services being rendered. Half the payment is made twice per month.
- **Advance Payment Snapshot** – The date that is used to determine how to calculate the advance payment. The snapshot is taken on the last Saturday of each month.
- **Advance Payment Dates** – Advance Payment Dates – The dates by which the two advance payments will be viewable in General Accounting Division (GAD). Child care programs should not consider these dates as the date they will receive their of payment. Payment dates are the 15th and the last day of the month, although you may receive the payment before these dates.
- **Number of Payable Days** – The maximum number of days a provider can be paid for each month.
- **True-Up Reconciliation Dates** – True-Up reconciliation is any adjustment to payments in prior months.

\*For example, based on the calendar, if a child's enrollment was not captured in the December 30, 2023, snapshot, payment for January for the child would be received in the April 30th advanced payment.

\*The second half of the advanced payment is subject to change if there is a change in the scholarship enrollment end date when the system calculates the payment for the second half of the month.

## How is the daily child care reimbursement rate calculated?

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When determining the daily child care scholarship reimbursement rate, take the following steps:

1. The amount of scholarship reimbursement represents a weekly payment amount.
2. Divide that amount by five to determine the daily scholarship reimbursement amount.

## How can I estimate the Advance Payment amounts?

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When estimating the Advance Payment amount for a child care program where all active scholarships were enrolled at the point of the Advance Payment Snapshot (enrollment on the day in which the Advance Payment is calculated), the child care program would take the following steps:

1. Find the weekly scholarship amount on the child care scholarship.
2. Convert the weekly scholarship amount to a daily rate.
3. Multiply the daily rate by the number of payable days to get the estimated monthly Advance Payment total.

Divide the monthly Advance Payment by two to get the two equal payment amounts (this calculation does not address True-Up reconciliation payments).