Child Care Providers:
In an effort to streamline our invoice processing and minimize potential delays for invoice payments, we ask for the following steps to be implemented when completing a scholarship:

- In the **Provider Name** field, enter the provider name **EXACTLY** as it is displayed in our system according to your business license. If you are unsure of how it is displayed, please contact CCS Central 2 to verify. **Failure to enter the Provider name correctly or leaving the field blank will delay payment processing.**

- In the **Date Child Began Care** field, enter the **ACTUAL DATE** the child began care **according to the applicable child care scholarship**, use the **MM/DD/YYYY** format. **Failure to enter a date or leaving the space blank will delay processing.**

- Please remember that the scholarship must include **weekly tuition rates**; it must also be **ACTIVE and NOT EXPIRED.**

- In the **License/Registration Number** field, enter your license number **WITHOUT** the county code (Example: instead of 03-2312, only enter 2312)

- The **Signature and Date** fields must be **SIGNED AND DATED BY BOTH THE CUSTOMER AND PROVIDER** in order to be processed. **PLEASE BE SURE TO COMPLETE ANY HAND-WRITTEN SECTIONS LEGIBLY AS WE ARE UNABLE TO PROCESS ITEMS THAT WE CANNOT READ**

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Our goal is to eliminate delays in processing payments for invoices. We appreciate your support!

Regards,
CCS Central 2
877-227-0125