



Child Care Attendance Forms (CCAFs) Reimbursement Schedule January 2023 – December 2023

| CCAFs Received by SFCS On or Before 5:00 PM On... | ...Will be Processed, and Reimbursements Will be Sent * By: | CCAFs Received by SFCS On or Before 5:00 PM On... | ...Will be Processed, and Reimbursements Will be Sent * By: |
|---|---|---|---|
| January 3, 2023 January 10, 2023 January 17, 2023 January 24, 2023 January 31, 2023 | January 18, 2023 January 25, 2023 February 1, 2023 February 8, 2023 February 15, 2023 | July 4, 2023 July 11, 2023 July 18, 2023 July 25, 2023 | July 19, 2023 July 26, 2023 August 2, 2023 August 9, 2023 |
| February 7, 2023 February 14, 2023 February 21, 2023 February 28, 2023 | February 22, 2023 March 1, 2023 March 8, 2023 March 15, 2023 | August 1, 2023 August 8, 2023 August 15, 2023 August 22, 2023 August 29, 2023 | August 16, 2023 August 23, 2023 August 30, 2023 September 6, 2023 September 13, 2023 |
| March 7, 2023 March 14, 2023 March 21, 2023 March 28, 2023 | March 22, 2023 March 29, 2023 April 5, 2023 April 12, 2023 | September 5, 2023 September 12, 2023 September 19, 2023 September 26, 2023 | September 20, 2023 September 27, 2023 October 4, 2023 October 11, 2023 |
| April 4, 2023 April 11, 2023 April 18, 2023 April 25, 2023 | April 19, 2023 April 26, 2023 May 3, 2023 May 10, 2023 | October 3, 2023 October 10, 2023 October 17, 2023 October 24, 2023 October 31, 2023 | October 18, 2023 October 25, 2023 November 1, 2023 November 8, 2023 November 15, 2023 |
| May 2, 2023 May 9, 2023 May 16, 2023 May 23, 2023 May 30, 2023 | May 17, 2023 May 24, 2023 May 31, 2023 June 7, 2023 June 14, 2023 | November 7, 2023 November 14, 2023 November 21, 2023 November 28, 2023 | November 22, 2023 November 29, 2023 December 6, 2023 December 13, 2023 |
| June 6, 2023 June 13, 2023 June 20, 2023 June 27, 2023 | June 21, 2023 June 28, 2023 July 5, 2023 July 12, 2023 | December 5, 2023 December 12, 2023 December 19, 2023 December 26, 2023 | December 20, 2023 December 27, 2023 January 3, 2024 January 10, 2024 |

Example: Child Care Attendance Forms received by 5:00 PM on April 4, 2023, will be processed, and reimbursement will be sent by April 19, 2023. Child Care Attendance Forms received between April 5, and 5:00 PM on April 11, 2023, will be processed, and reimbursement will be sent by April 26, 2023. * = **Once the reimbursement is sent to the bank, it can take up to 48 hours for the provider to see it in their account. Paper checks mailed to the provider may take longer to receive.**

- The cut-off date **will not be extended** when SFCS-observed holidays fall on Tuesdays. *You may drop off your forms in the brown mailbox outside our front door.*
- Regardless of when CCAF's are received by SFCS, they are not payable until the month after the services are provided.
- It is in your best interest to submit your CCAF by 5:00 PM on or before the first Tuesday of the month (after services are provided).
- If you cannot get the CCAF into us by the first Tuesday of the month, we ask that they be submitted by the 15th of the month (after services are provided).
- Any CCAF's not received by the last day of the month (after services are provided) will not be processed until the end of the fiscal year (June 30) and will only be paid IF we have funding available at that time. This does not apply to CDSS (Stage 1) cases. **NOTE: This policy is not being enforced during the COVID-19 Pandemic.**