

**County of Orange Social Services Agency
Family Self-Sufficiency Division**

Program/Area: CalWORKs

Title: Accounting Assistants –Child Care Payments

Number: 351

Status: Signature on file

Effective Date: April 1999

Revision Date: March 2015

PURPOSE

The procedure establishes guidelines and instructions for Accounting Assistant IIs (AAlls) to process child care payments. AAlls are responsible for issuing child care payments on approved child care cases, per Regional Office policy and the AAll Action Sheet 41-96. Payments will be issued in accordance with CalWORKs Policy 302 – Child Care Services – Stage One and Policy 307 – Child Care Payments. The AAlls will work in conjunction with the Intake Workers and Continuing Workers to issue child care payments.

Child Care Payment

Upon receipt of the [CalWORKs Child Care Reimbursement Report \(CCP 2145\)](#), the Intake Worker/Continuing Worker will:

1. Review the [CCP 2145](#) form for accuracy and completion.
2. Indicate on the [CCP 2145](#) form “OK TO PAY” and any other significant payment information, initial the form and submit to the AAll.
3. Submit a copy of the [AAll Action Request Sheet \(F063-41-96\)](#) to the AAll instructing the AAll what issuance is needed.
4. Submit one copy of either “Assign Child Care Services, Assign Transportation, or Assign Ancillary Supportive Services” screen print and a copy of the [CCP 2145](#).

Upon receipt of the [CCP 2145](#), screen print, and [action sheet](#), the AAll will:

1. Review the Attendance tab on the Maintain Employment Services Participation window.
2. Report any difference in hours of participation to the worker prior to making payments.
3. Authorize child care payments according to the [Supportive Services Payment Authorization Resource Guide](#).

4. Narrate actions taken in CalWIN.
5. Inform the Intake Worker/Continuing Worker of payment authorization.

Attachments

1. Child Care Reimbursement Report – [CCP 2145](#)
2. Child Care Plan – [F063-41-18](#)
3. AAll Action Sheet – [Supportive Services AAll Action Request Sheet \(F063-41-96\)](#)