

**Chugachmiut Child Care  
Billing Report Instructions**

*Please fill out in ink and submit to our office by the 5<sup>th</sup> of each month to ensure prompt payment.*

Enter: Child care Provider Name as it appears on the business license, Mailing Address, City, State, Zip Code, Telephone Number, Federal Tax ID or Social Security Number, Month/Year of Billing, and Parent Name.

Print each child's full legal name in the space provided listed as "C". There is room for five children per page (please use only one form for each family) -- if there are more than four children in a family, use an additional form.

Indicate the child's **actual attendance** under the numbered boxes 1-31. Enter either an "F" for full-time, "P" for part-time for each day of the month. **The Chugachmiut Child Care Program will only pay for child care if the parent is working or in a training program and only for the days the child(ren) actually receive care.** The program will not accept "Enrollment" based child care billing. Any such child care costs are the responsibility of the parent. **Chugachmiut pays for a maximum of 8 hours of child care per day and 5 days per week.**

Add all the P's and/or F's and enter the total number under "P and/or F" of the Total Days Attended.

The Age column is used to specify the age group of the child. Circle either "I" for Infant (a child under 18 months of age), "T" for Toddler (a child between the ages of 19 months up to 36 months of age), "P" for Preschool (a child between the ages of 37 months up to 6 years of age) or "S" for School Age (a child between the ages of 7 years through 12 years of age) as indicated on the child care authorization.

Enter the sum of part-time days you are billing for under Total Part-time and/or the sum of full-time days billing for under Total Full-time.

For each child, calculate and enter all figures from the Total part-time, Total full-time, and Registration fee in the Total column.

Multiply the Chugachmiut percentage times the total and enter the amount under the CCCAP Portion column. Enter the parent's percentage in the upper right-hand corner of the "Parent Portion" box. Multiply the parent's percentage times the total and enter the amount under the Parent's Portion column.

Enter the results, for all children, in the Subtotal column.

***Provider and parent must sign and date the bottom of the page each month certifying that all information provided is true and acknowledges the Certification Statement.***

**IMPORTANT: Child care providers are independent contractors (NOT employees) of Chugachmiut. Providers are responsible for paying their own taxes and all earnings must be reported to the Internal Revenue Service (IRS). Chugachmiut will mail a 1099 to those earning over \$600.00 in a calendar year, corporations will not receive a 1099.**

**Chugachmiut has 30 days from the date that Chugachmiut receives a billing to process payment.**