Dear Student Parent,

Thank you for applying for the Child Care Tuition Assistance Program (CCTAP). As a reminder, the main goal of this program is to assist you with your child care costs so you can graduate from the UW.

Step 1: Print your invoice. Do not lose this invoice. This is your provider’s way of billing CCTAP for your award amount.
- The award amount on your invoice is based on your final enrollment status. This may be different from the amount on your certificate, as that was based on the information you submitted at time of application.
- Your CCTAP award will only be paid if you use at least 10 weeks of licensed/accredited care and enrollment can be verified. If you drop all credits, your award cannot be paid.
- Please let us know if you change care provider(s) or the number of children enrolled in licensed/accredited care.

Step 2: Give the billing invoice and “Provider Letter” (three pages following this letter) to your provider.
- The provider letter gives instructions to complete the billing invoice.
- Take both the invoice and “Provider Letter” to your provider to complete the total cost of your care and verify that care has been provided.
- Once completed by the provider, you must:
  - Verify that the information is correct.
  - Sign the bottom of the invoice in the space provided and return to our office by [due date].

Step 3: Return the invoice to the Office of Child Care & Family Resources, by mail, fax, or in person.
- Completed invoices will be processed once the award amount has been fully used or the last week of CCTAP coverage has begun.
- [Due date] is the absolute last day to return your invoice for payment. Late invoices will not be accepted.
Once received by the OCCFR, your invoice will be processed and sent to UW Accounting for payment disbursement. This date will be posted on your online CCTAP account within 3 business days of receipt.

Please allow 3-4 weeks for UW Accounting to issue the provider payment. The date that the check was sent will be posted to your online CCTAP account. If we receive your invoice by the deadline and your provider has not received payment within 4 weeks of the last day of finals, you may contact our office to follow up with UW accounting.

If you have pre-paid your child care costs, you will need to discuss reimbursement with your child care provider.

Please remember: email is our primary method of communication with CCTAP families. If we do not have your most current wisc e-mail address, please contact us with updates. Also, if you have a personal e-mail address that you check regularly, we suggest you have your wisemail forward to that address.

As always, please feel free to contact me with any questions. You can e-mail me at dwnealis@wisc.edu or call (608) 265-9662.

For an overview/general timeline of CCTAP and answers to Frequently-Asked-Questions please visit http://occfr.wisc.edu/cctap.html

Thank you for being part of our campus and we hope you have a successful semester.

Sincerely,

Daron Nealis, CCTAP
Dear Child Care Provider:

The Child Care Tuition Assistance Program (CCTAP) was developed to provide financial assistance to UW-Madison students for child care costs. One or more student parents have selected you to provide care for their child(ren).

We have developed this letter to assist you in understanding the CCTAP payment process.

It is our understanding that:

- You are licensed by the State of Wisconsin, and/or accredited by the City of Madison or NAEYC, and
- Have a social security or employer ID number and/or a work permit (if you are an international provider), and
- Have a W-9/W-8 BEN tax form on file at the CCTAP office

You should know that:

- You should have already reviewed the student’s CCTAP Award Certificate containing their initial award amount and established a payment plan with this student.
- There could be an adjustment of this award amount if the student’s enrollment status has changed and/or if they have decided to divide their CCTAP award between multiple providers.

Please complete or verify the following sections on the invoice before returning it to the student parent:

- Dates of service: (Only change these dates if the family is NOT enrolled with you during the entire range of the dates listed).
- Total paid by city or county resources: NOTE: This includes what the county has indicated that they will be paying for the timeframe of the dates listed. You may attach the student’s payment letter from the county.

Attention Child Care Provider: CCTAP funds can be used during the Summer session when students are enrolled at UW-Madison from May 21 - August 31, 2012.
If there is an early withdrawal from child care, enter withdrawal date on the attached invoice.
➢ Other child care sources of funding: (This could include AIM, center scholarships, etc)
➢ CCTAP award: (This number must be equal to or below the CCTAP Award amount printed on the form. If the cost of care is less than the CCTAP award, only that balance should be entered in the CCTAP award line of the provider section.
➢ Average weekly cost of care and number of weeks used within specified date range
➢ Complete the "provider" section with your address, phone number and sign the invoice certifying that service has been provided.

Give the invoice back to the student to review and sign and return to OCCFR.

Additional Provider Information:

▪ State law requires services to be rendered before payment can be made
▪ The CCTAP payment is considered taxable income for individual providers and reportable as income earned under state and federal taxes.
▪ Payment cannot be made to an international provider who does not have a social security number and a work permit.
▪ You will receive payment approximately 3-5 weeks after the invoice has been processed and should notify the CCTAP student once this occurs.

Reminder: If the student parent had to pay your child care fees in advance, you will need to reimburse the student within 4 weeks of receiving the CCTAP payment.

Return completed invoices to the student parent or the Office of Child Care and Family Resources.

Thank you for serving our UW-Madison student parents! If you have any questions or concerns, please contact me at dwnealis@wisc.edu or call (608) 265-9662.

Sincerely,

Daron Nealis,

CCTAP