

CITY OF LAS VEGAS
Department of Youth Development and Social Innovation
Child Care Subsidy Certificate Submission Guide

Families must have a Safekey account with updated contact information and the Safekey \$20 annual fee (per account, per child) must be paid prior to participation. Registration fees cannot be paid using subsidy funds.

Child Care Subsidy Programs

The Safekey program accepts employer child care reimbursement forms and subsidy certificates from the following child care subsidy programs:

1. Las Vegas Urban League Child Care Subsidy Program (702.473.9400)
2. Inter-Tribal Council of Nevada, Inc. (ITCN) Child Care Development Fund (702.570.7722)
3. East Valley Family Services (702.631.7098)
4. Desert Regional Center (702.786.7850)
5. Moapa Band of Paiutes Tribal Child Care (702.333.6565)

Subsidy certificates can only be submitted electronically. In order to ensure accurate and timely processing of subsidy certificates to a Safekey account, please read the following:

1. Families must go online to www.lasvegasnevada.gov/safekey and download a Child Care Subsidy Program Acknowledgement Form which can be found under the "Safekey Resources" section. Families submitting Urban League certificates must also download an Urban League Timesheet and complete the fields highlighted in yellow. Forms may be completed electronically (**a hand-written signature is required for the timesheet**) and separate forms are required for each certificate submitted.
2. Families should save their electronic child care certificate in the following format for the title: "Child's Last Name, Child's First Name, 2022-2023, Subsidy Name, date of submission." For example: Smith, Jane, 2022-2023, Urban League, 08-01-2022.
3. Families should save their acknowledgement form (and timesheet, if applicable) to their device with the following format for the title: "Child's Last Name, Child's First Name, 2022-2023, AF, date of submission." For example: Smith, Jane, 2022-2023, AF, 08-01-2022.
4. If applicable, families should save their timesheet to their device with the following format for the title: "Child's Last Name, Child's First Name, 2022-2023, ULT, date of submission." For example: Smith, Jane, 2022-2023, ULT, 08-01-2022.
5. Families will log in to their [Safekey account](#) and select the "Personal" tab.
6. Families will click on "Child Documents" and follow the steps below to upload the certificate, completed acknowledgement form and timesheet (if applicable).
 - a) Select the "Document Type" (typically this is "Third Party Document- PDF - Custom").
 - b) In the "Description" field, enter the title of the document you are submitting (as described in steps 2 or 3 above).
 - c) Select "Browse File" and select the appropriate document saved on your device.
 - d) Select Upload.
 - e) The document will be saved.
7. If there are multiple children on the account, the family will upload the documents to the appropriate child's tab.
 - Uploads are time-stamped and will be processed in the order received. Please allow up to 3 weeks for processing.
 - Certificates are only valid within the authorized care date range and are only applicable as of the date the certificate is processed by the Safekey office. Subsidy discounts will not be applied retroactively.
 - Updated certificates or renewals for expired certificates must be submitted directly to the Safekey office. Families are responsible for full-price payments during any gap in certificate coverage as well as for any fees not reimbursed or denied by the subsidy organization.
 - Families must submit/resubmit their certificate and complete a new acknowledgement form and timesheet each new school year before discounts can be applied.
 - Families will receive additional instructions once their certificate has been processed.