



CITY OF LAS VEGAS
Department of Youth Development and Social Innovation
Child Care Subsidy Program Acknowledgement Form

The following are the city of Las Vegas Safekey requirements for utilizing childcare subsidies for enrollment in Safekey programs.

Read and Initial next to each requirement and sign and date at the bottom.

- _____ I understand that subsidy assistance is **not** applicable towards the program Registration Fee. Services will be denied if the required registration fee has not been paid.
- _____ I understand my financial assistance is only valid within my authorized care date range **and** is only applicable as of the date my certificate is processed by the Safekey office. **Subsidy discounts will not be applied retroactively.**
- _____ I understand it is my responsibility to submit an updated certificate **prior to the expiration date of the current certificate** to avoid any gaps in subsidy coverage dates.
- _____ I understand I must pay **full price** for days used during any gaps in subsidy coverage.
- _____ I understand I must sign a new Safekey Child Care Subsidy Acknowledgement Form with every new certificate I submit. If my subsidy coverage dates overlap multiple school years, my existing certificate would become invalid at the end of the first school year and a new acknowledgement form must be signed at the start of the next school year before my subsidy can be reapplied to my account.
- _____ I understand that based on the terms of my subsidy certificate, my child's Safekey services may not be fully covered. Once my certificate has been processed by the Safekey office, I will receive an email to the main email address listed on my Safekey account, outlining my coverage rates, co-pays, etc.
- _____ I am required to pay any portion of fees for services used which are not reimbursable or that are denied by the subsidy organization. Unreimbursed fees will be placed as a balance on my account. If I fail to pay the balance, my Safekey services may be suspended/account frozen until the payment has been made.
- _____ I understand that Safekey does not grant REFUNDS and that subsidies cannot be applied towards Late Pick-Up Fees.
- _____ I understand if my child/ren transfers to a different city of Las Vegas school, a new certificate must be submitted identifying the new school.

(THIS SECTION IS FOR URBAN LEAGUE FAMILIES ONLY)

- _____ I understand the following rates/time constraints apply per day as listed in the "Reimbursement Guidelines" at the bottom of my subsidy certificate:
- The Part-time discount rate will be applied if my child/ren attends less than 3 hours per day.**
- The Full-time discount rate will be applied if my child/ren attends 3 or more hours per day.**
- _____ I understand that at the end of each month, my Safekey account will be charged for all copays due for the previous month, based on the terms of my subsidy certificate. Balances owed must be paid by the 10th of each month. Unpaid balances may result in a suspension of services until the account is brought into balance.

(THIS SECTION IS FOR INTER-TRIBAL COUNCIL (ITCN) FAMILIES ONLY)

- _____ I understand I am responsible for tracking my child's ITCN daily attendance and submitting a complete, signed ITCN Daily Attendance Report to the Safekey site staff at the end of each month.

Child's Name (Print)

School

I acknowledge that I have read, initialed, understand and must abide by the requirements indicated above when utilizing childcare subsidies for city of Las Vegas Safekey programs.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date