



CITY OF LAS VEGAS

Department of Youth Development and Social Initiatives

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. **Typed initials and signatures are acceptable.**

- _____ 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 subsidy discount 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. Updated certificates will not be applied retroactively, regardless of the certificate authorized care 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 school year. If my subsidy coverage dates overlap multiple school years, I must submit (or re-submit) the latest version of my certificate, and a new acknowledgement form 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 based on certificate coverage. 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, notifying me when my certificate has been processed.
- _____ 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 subsidy organizations do not reimburse providers for dates a child does not attend. Therefore, I must remove any scheduled dates on my child's calendar if he/she will be absent. Otherwise, I will be responsible to pay full price for the program spot reserved for my child on that day.
- _____ 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, otherwise I will be charged the full price for program dates.

(THIS SECTION IS FOR DIVISION OF WELFARE AND SUPPORTIVE SERVICES FAMILIES ONLY)

- _____ I understand that a Child Care Attendance and Provider Reimbursement Timesheet must be signed and loaded to my Safekey account before my subsidy discount will be applied.
- _____ 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 a program that is less than 3 hours per day.**
- The Full-time discount rate will be applied if my child/ren attends a program that is 3 or more hours per day.**
- _____ I understand that Safekey typically receives payment from UL 2-3 months after each month of service. Based on the final approved reimbursement amount received from DW, your Safekey account may be adjusted with a credit, or balance owed for any fees that were not reimbursed. Unpaid balances may result in a suspension of services until the account is brought into balance.

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