

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

Families must have a Safekey account with updated contact information and pay the Safekey \$25 annual fee (per account, per child) prior to participation. Registration fees cannot be paid using subsidy funds.

Child Care Subsidy Programs

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

1. Division of Welfare and Supportive Services (providersupport@childrenscabinet.org).
2. Inter-Tribal Council of Nevada, Inc. (ITCN) Child Care Development Fund (702.570.7722)
3. East Valley Family Services (702.631.70998)
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. 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 Division of Welfare and Supportive Services certificates must also download the Division of Welfare and Supportive Services 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 childcare certificate in the following format for the title: “Child’s Last Name, Child’s First Name, 2025-2026, Subsidy Name, date of submission.” For example: Smith, Jane, 2025-2026, Division of Welfare and Supportive Services, 08-01-2025.
3. Families should save their acknowledgment form (and timesheet, if applicable) to their device with the following format for the title: “Child’s Last Name, Child’s First Name, 2025-2026, AF, date of submission.” For example: Smith, Jane, 2025-2026, AF, 08-01-2025.
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, 2025-2026, DWSST, date of submission.” For example: Smith, Jane, 2025-2026, DWSST, 08-01-2025.
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 acknowledgment 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 acknowledgment form and timesheet each new school year before discounts can be applied.
 - Families will receive additional instructions once their certificate has been processed.

This is what the Acknowledgment Form should look like when filled out.

CITY OF LAS VEGAS
Department of Youth Development and Social Initiatives
Child Care Subsidy Program Acknowledgment 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.

JA 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.

JA 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.**

JA 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.

JA I understand I must pay **full price** for days used during any gaps in subsidy coverage.

JA I understand I must sign a new Safekey Child Care Subsidy Acknowledgment 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 acknowledgment form at the start of the next school year before my subsidy can be reapplied to my account.

JA 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.

JA 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.

JA 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.

JA I understand that Safekey does not grant REFUNDS and that subsidies cannot be applied towards Late Pick-Up Fees.

JA 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 URBAN LEAGUE (UL) FAMILIES ONLY

JA 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.

JA 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.

JA 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 UL, your Safekey account may be adjusted with a 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.

Mickey Mouse
Child's Name (Print)

Ira. J. Earl Elementary
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

Israel Alvarez
Parent/Guardian Name (Print)

[Signature]
Parent/Guardian Signature

1-14-25
Date

Updated 7.16.24

This is what the Timesheet should look like when filled out. (Note: All the information can be found on the certificate that Division of Welfare and Supportive Services provides to you. The client UPI is the one in the top right corner, and the Child UPI is under the student's name at the bottom of the first page of the certificate.)

STATE OF NEVADA
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
Child Care and Development Program
Child Care Attendance and Provider Reimbursement Timesheet

Service Month: _____ Year: _____ Time Entered in NCCS: ☐ Actual ☐ Schedule

Provider Information:
Name: City of Las Vegas Safekey Tax ID: 88-6000198 Phone: 702-229-2273
Mailing Address: 495 S. Main Street, 5th Floor, Las Vegas Nevada 89101

Client/Child Information:
Child Name: Mickey Mouse Child UPI: 0000000000 Child DOB: 1-1-2017
Client Name: Israel Alvarez Client UPI: 123456789 Phone: 702-229-0000

Client/Child Schedule this Month: _____ School Bell Schedule (if applicable): _____

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	on	on	on	on	on	on	on
Week 2	on	on	on	on	on	on	on
Week 3	on	on	on	on	on	on	on
Week 4	on	on	on	on	on	on	on

Schedule Notes:

Date	Day	Overnight	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours	Absent #	Initials
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													

*Absent Reason: Sick = S Vacation = V Track Break = T Discretionary Day = D Un-enrolled = U Loss of Contact = L Closed = C

This Timesheet must be completed by the client daily with in and out times for all days the child was in attendance. If a discretionary day is used, a "D" must be placed in Absent Reason box and the client must initial that day. Any other absences to the Client/Child Schedule above must be indicated by an Absent Reason code (these do not need initials). All Timesheets must be submitted to the appropriate child care office no later than thirty days following the month of service. Timesheets submitted after thirty days are subject to non-payment.

We, the undersigned, certify the accuracy of the information submitted on this Timesheet and understand that this information may be audited by the State of Nevada, Division of Welfare and Supportive Services or its designee's and that any incorrect benefits paid will be recovered.

[Signature] Date: _____ Provider Signature: _____ Date: _____

Is the client's co-payment current? ☒ Yes ☐ No- Balance \$ _____ Bill Annual Fee- Amount \$ _____ Bill Registration Fee- Amount \$ _____

Please submit Timesheets for reimbursement to:

Northern Nevada
The Children's Cabinet, Inc.
Supporting Early Education and Development
1000 S. Rock Blvd., 1st Floor, NV 89502
775.850.4210 | 775.850.4200 (fax)

Southern Nevada
Las Vegas Children League
Early Childhood Connection
2170 N. Decatur Blvd. #110 | Las Vegas, NV 89108
702.475.5400 | 702.475.4232 (fax)

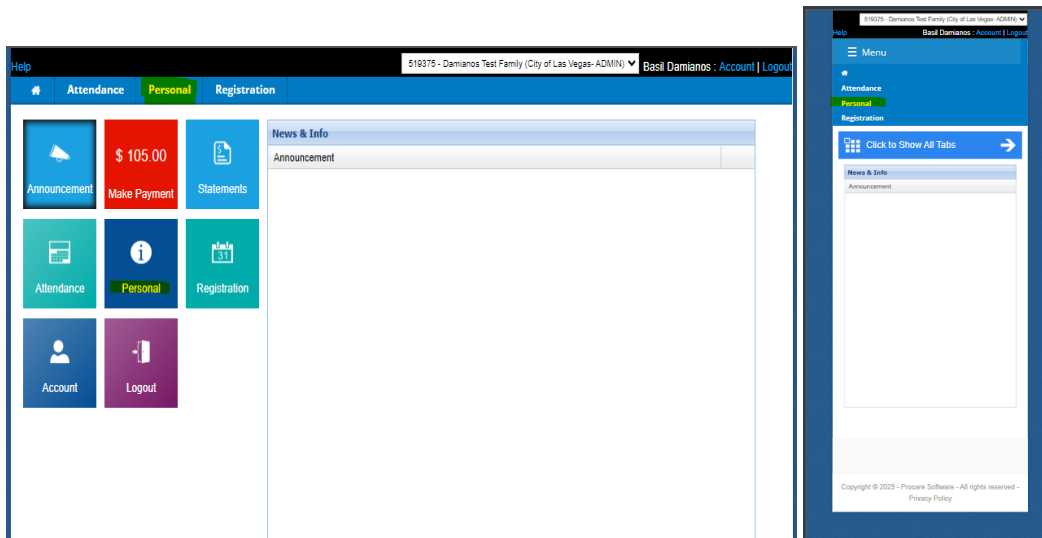
DISTRIBUTION: Original - Child Care Office, Copy - Provider

(8/16)

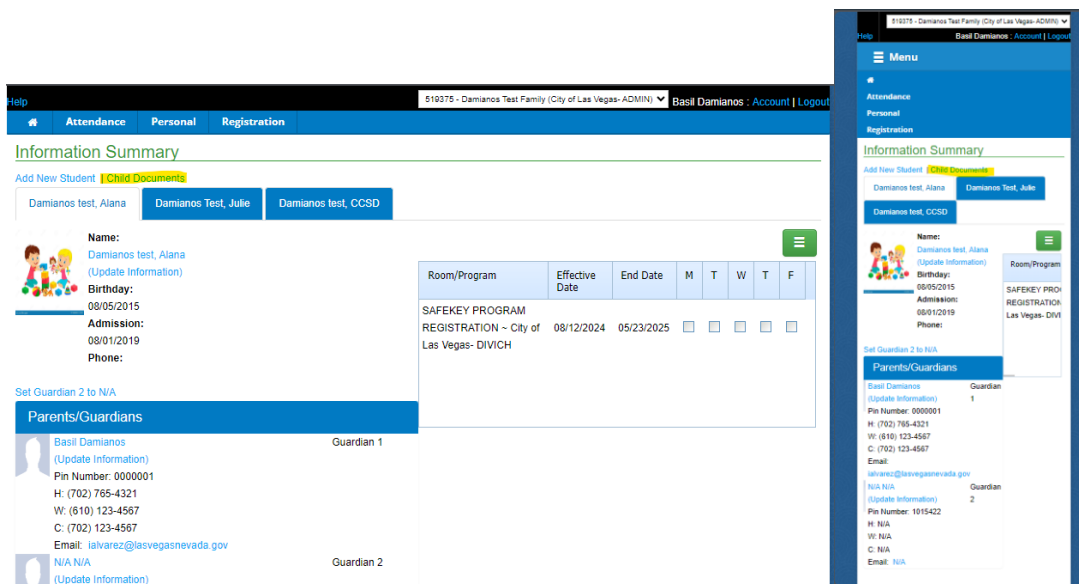
How To Upload Documents

Once you have all three documents filled out, you will now need to upload them to your Safekey account that you create. Go to <https://family.daycareworks.com/login.jsp> and login with your Username and Password you created. Once there, follow the next steps.

Go to “Personal”



Go to Child Documents

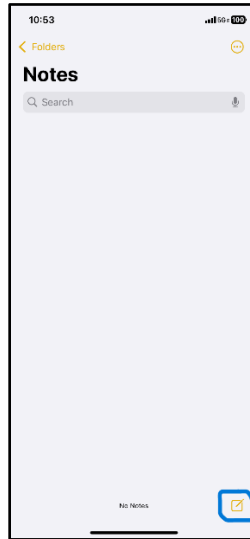


Once there, Select the Third Party PDF option for the Document Type and Put the Name of the Document that is being uploaded (ex. Division of Welfare and Supportive Services Certificate, Timesheet, Acknowledgement Form). These should be uploaded as a PDF File when possible (if you need assistance doing so, see the following steps on how to do this with your phone.)

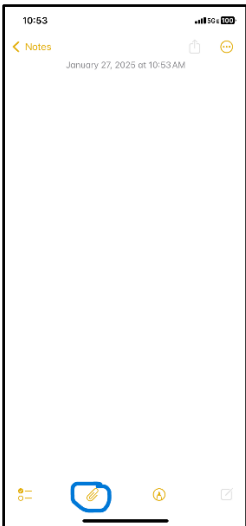
For iPhones



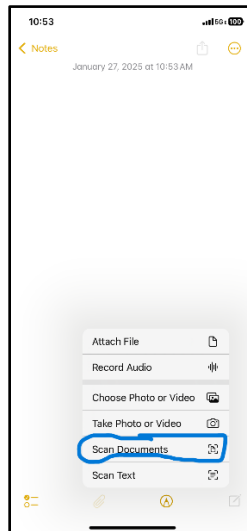
1. Open your Notes App



2. Click the bottom right button to create a new note



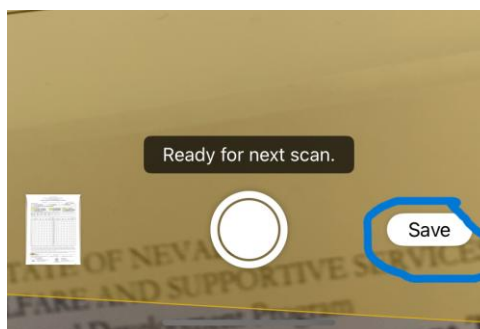
3. Click the paper clip icon



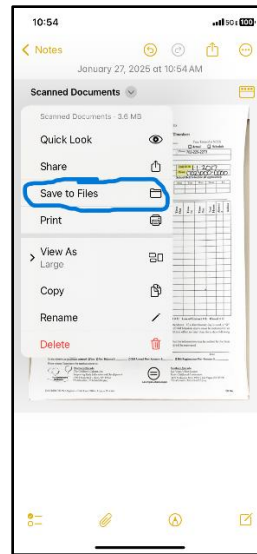
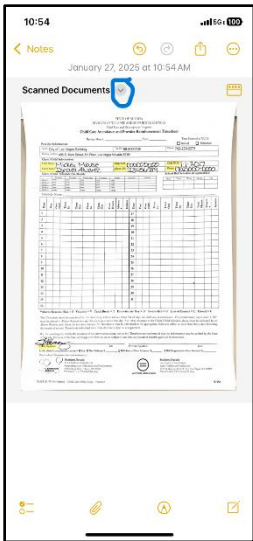
4. Select Scan Documents



5. Position document until the camera picks up the document in yellow and takes picture

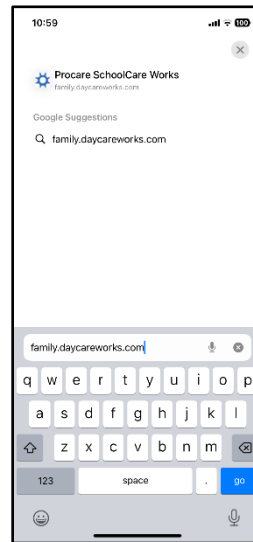
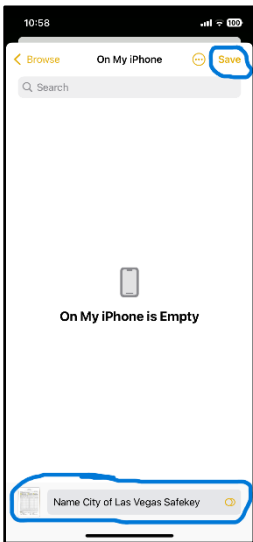


6. Once the image is in the bottom left, Click Save



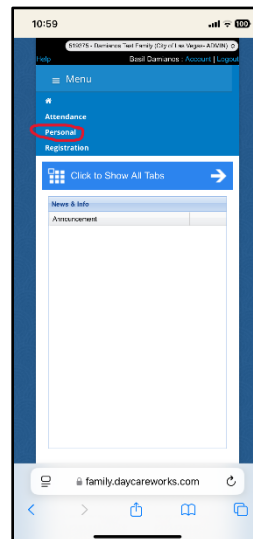
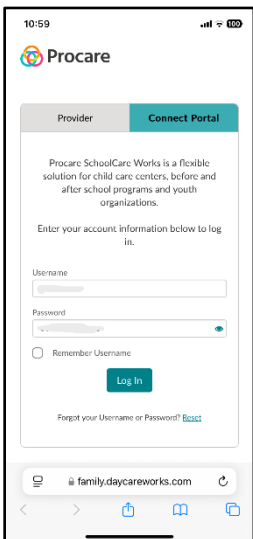
7. Once scanned, click the arrow at the top

8. Select Save to Files



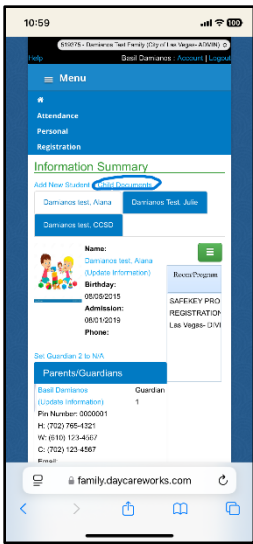
9. Title the document that you just scanned

10. Once all docs are saved, go to the Connect Portal

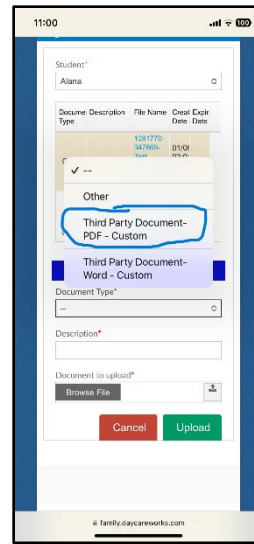


11. Login to your account

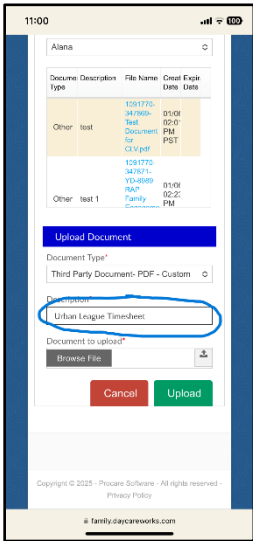
12. Once in, Go to the personal section



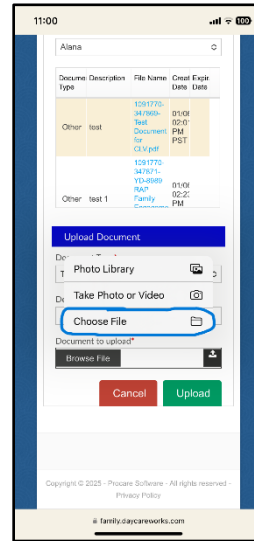
13. Click on Child Documents



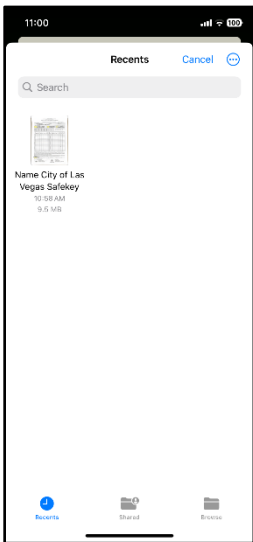
14. Select the Third Party PDF Option



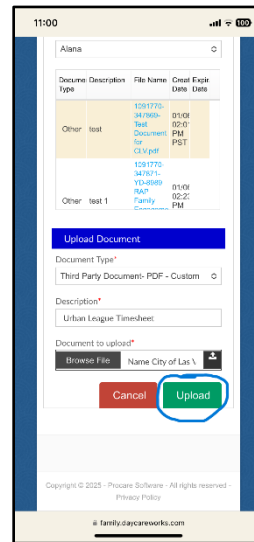
15. Title it Timesheet or Acknowledgement form



16. Click on Browse File button

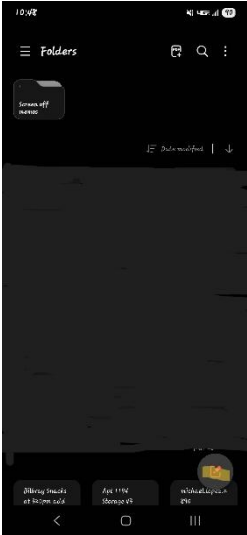


17. Select the document you saved

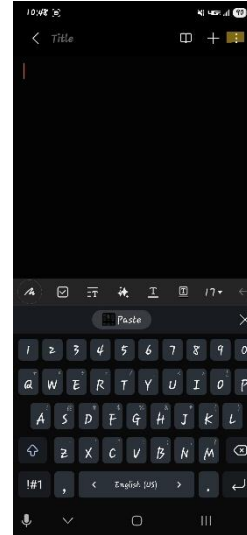


18. Click the green Upload; Repeat if necessary

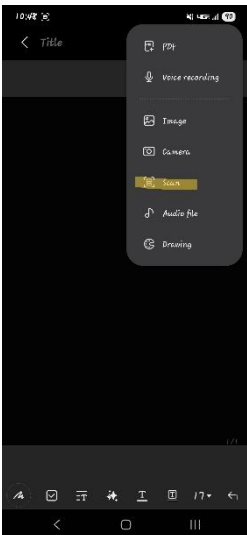
For Androids



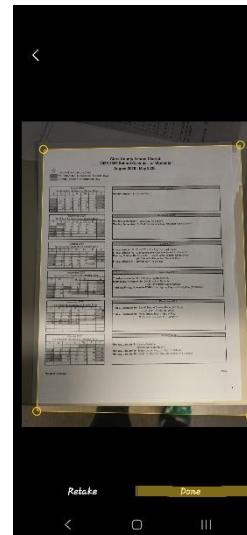
1. Go to Notes app; Create New Note



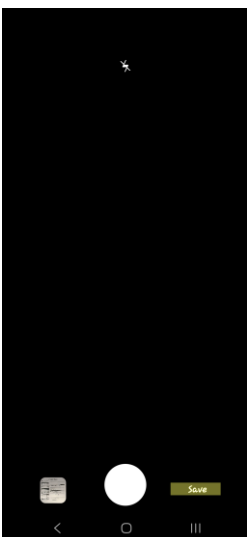
2. Click 3 dots in top right corner



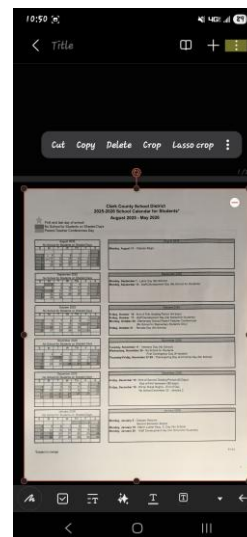
3. Find the scan option



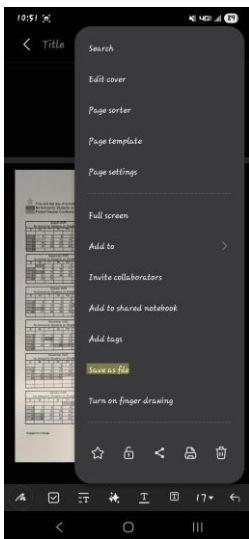
4. Line up your document in the outline; Scan



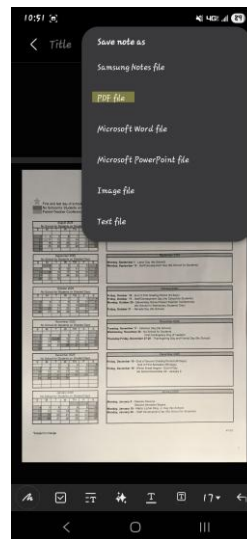
5. Once scanned, click Save



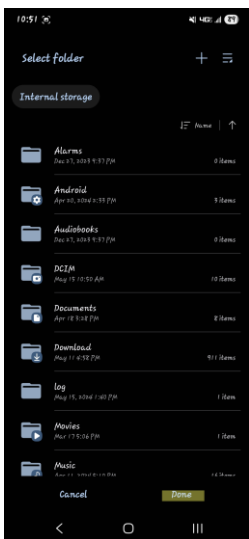
6. Click 3 dots in top right corner



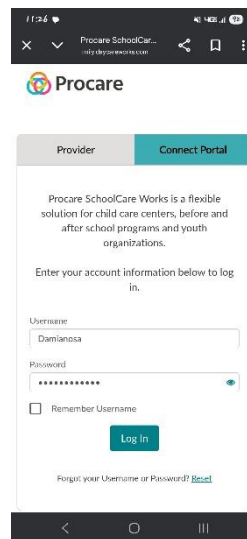
7. Press Save As File



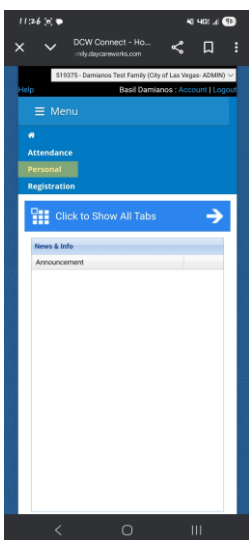
8. Select PDF File



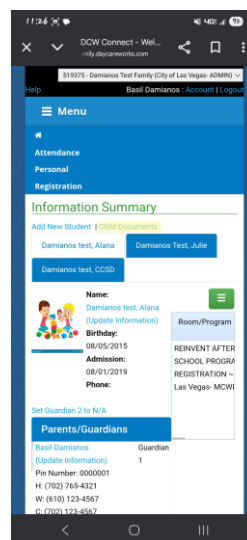
9. Choose where to save and title the doc



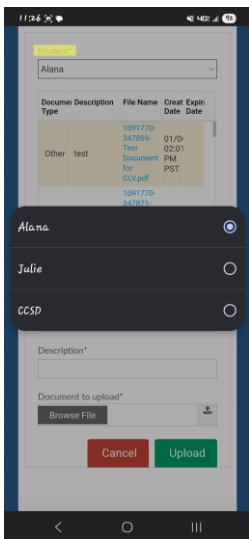
10. Go to family.daycareworks.com and log in



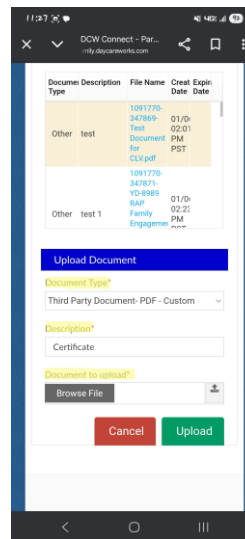
11. Once in, click on the Personal Tab



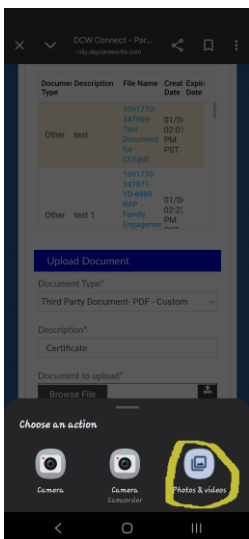
12. Click Child Documents at the top



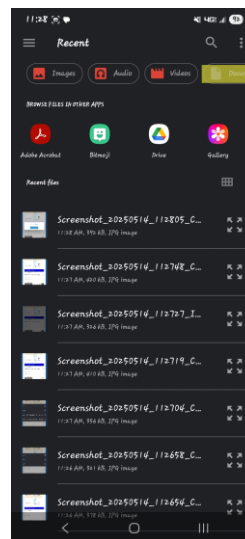
13. Select the student the document belongs to



14. Enter the type of document and title it



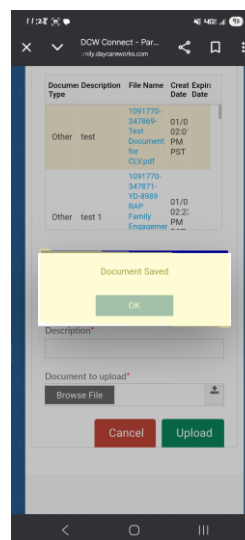
15. Select Browse Files and choose where you saved the doc



16. Click on documents and select the file



17. Once complete, select Upload



18. When done, confirmation screen will appear