

# CITY OF LAS VEGAS SAFEKEY FINANCIAL ASSISTANCE, EMPLOYER REIMBURSEMENT VOUCHERS AND THIRD-PARTY SUBSIDY PROGRAMS

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.

## Employer-Issued Child Care Reimbursement Forms

Employer-Issued Child Care Reimbursement Forms are usually issued by the employer for a reimbursement. Your payments to the Safekey program must be current for all program fees for an employer reimbursement form to be completed. It is the parent/guardian's responsibility to submit reimbursement/attendance verification forms directly to the Safekey office. Families must allow 3-7 business days (M-Th) for completion.

## Third-Party Subsidy Programs

The Safekey program accepts employer child care reimbursement forms and subsidy certificates from the following third party 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)

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](http://www.lasvegasnevada.gov/safekey) and download a Safekey Child Care Subsidy Acknowledgement Form and Timesheet, which can be found under the "Safekey Resources" section. Forms may be completed electronically (**hand written signature is required**) and separate forms are required *for each certificate submitted*.
2. Families should save their acknowledgement form and timesheet to their device with the following format for the title: "Child's Last Name, Child's First Name, 2021-2022, AF, date of submission." For example: Smith, Jane, 2021-2022, AF, 01-01-2021.
3. Families must save their electronic child care certificate in the following format for the title: "Child's Last Name, Child's First Name, 2021-2022, Subsidy Name, date of submission." For example: Smith, Jane, 2021-2022, Urban League, 01-01-2021.
4. Families will log in to their Safekey account and select the "Personal" tab.
5. Families will click on "Child Documents" and follow the steps below to upload the certificate and then the completed acknowledgement form and timesheet.
  - 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.
6. 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 1 week 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.

**IMPORTANT: ALL** Safekey families, regardless of subsidy status, will be required to preselect dates of attendance for their child(ren) through their online account, from the "attendance" tab. **Children who are not prescheduled are not eligible to attend.** Subsidy families will receive additional instructions once their certificate has been processed.