



# Alternative Payment Program

Children learning, parents earning, communities growing!

## Alternative Payment Program Reimbursement Schedule

Effective July 1<sup>st</sup>, 2022

1. Attendance records may be submitted to Child Development Associates (CDA) as early as the first business day following the month of child care. Reimbursement will be issued **within 21 calendar days** of receipt of complete attendance records.
2. Due to the closing of the fiscal year every June 30<sup>th</sup>, the **final deadline for receipt of all attendance records is the 5<sup>th</sup> business day of July**. If attendance records are submitted after this final deadline, CDA **cannot** guarantee funds will be available.
3. Attendance records can be submitted to CDA via:
  - a. Digital submission through **CareConnect**
  - b. Mail or deliver printed attendance records to:

CDA – Bonita Office  
 180 Otay Lakes Road, Suite 300  
 Bonita, CA 91902

**Mail or drop off**

*(Drop box located in front of building)*

CDA – Kearny Mesa Office  
 5473 Kearny Villa Road, Suite 350  
 San Diego, CA 92123

**Drop off only**

*(Drop off box located on the side of building)*

*PLEASE NOTE: CDA is not responsible for late mail delivery or attendance records lost in the mail.*

I have read and understand CDA’s Reimbursement schedule as stated above.

\_\_\_\_\_  
Name of Provider or Center Name

\_\_\_\_\_  
CDA Representative’s Name

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CDA Representative’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Email Address