



Provider Reimbursement Schedule

- 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 30th, and CDA's reporting and reimbursement timelines required by the California Department of Social Services (CDSS), the due date to submit all attendance records for the fiscal year is August 31st to ensure timely reimbursement
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

Mail: 180 Otay Lakes Road, Suite 310, Bonita, CA 91902
Drop off: 180 Otay Lakes Road, Suite 100, Bonita, CA 91902 (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)

CDA - National City Office

401 Mile of Cars Way, Suite 325, National City, CA 91950
Drop off only (Drop off box located on the side of building)

I understand:

- CDA is not responsible for late mail delivery or attendance records lost in the mail.
• I can find the full Plan for Timely Reimbursement in CDA's Program Guidelines located on CDA's website.
• CDA's Alternative Payment Program Reimbursement Schedule and the due dates for attendance records as stated above.

Name of Provider or Center Name

CDA Representative's Name

Provider Signature Date

CDA Representative's Signature Date

Provider Email Address