



CHILD CARE SERVICES
2389 E. SAUNDERS LAREDO, TEXAS 78041
PH (956) 794-1500 FAX (956) 727-1070

CHECK RELEASE SCHEDULE
PROGRAM YEAR 2016-2017

EFFECTIVE October 01, 2016*

PAY PERIOD	PAYDAY		PAY PERIOD	PAYDAY
09/04/16-09/17/16	10/07/16		04/02/17-04/15/17	05/05/17
09/18/16-10/01/16	10/21/16		04/16/17-04/29/17	05/19/17
10/02/16-10/15/16	11/04/16		04/30/17-05/13/17	06/02/17
10/16/16-10/29/16	11/18/16		05/14/17-05/27/17	06/16/17
10/30/16-11/12/16	12/02/16		05/28/17-06/10/17	06/30/17
11/13/16-11/26/16	12/16/16		06/11/17-06/24/17	07/14/17
11/27/16-12/10/16	12/30/16		06/25/17-07/08/17	07/28/17
12/11/16-12/24/16	01/13/17		07/09/17-07/22/17	08/11/17
12/25/16-01/07/17	01/27/17		07/23/17-08/05/17	08/25/17
01/08/17-01/21/17	02/10/17		08/06/17-08/19/17	09/08/17
01/22/17-02/04/17	02/24/17		08/20/17-09/02/17	09/22/17
02/05/17-02/18/17	03/10/17		09/03/17-09/16/17	10/06/17
02/19/17-03/04/17	03/24/17		09/17/17-09/30/17	10/20/17
03/05/17-03/18/17	04/07/17		10/01/17-10/14/17	11/03/17
03/19/17-04/01/17	04/21/17		10/15/17-10/28/17	11/17/17

If you have any questions concerning the schedule, please contact billing staff:

Ana Rodriguez LCCH & Relative (956) 794-1511
 Araceli Velasquez RCCH/LC (956) 794-1506

Rosie Garcia TRS Mentor (956) 794-1502
 Brianna Garza Child Dev. Specialist (956) 794-1502

To report any changes call advisor:

Amanda Jimenez (956) 794-1512
 Clarissa Vasquez (956) 794-1524
 Isela Arriaga (956) 794-1503

Complete, accurate SUPPLEMENTAL BILLING FORMS, only if applicable**

- Must be submitted to CCS office every Monday by 5:00 pm. If Monday is a holiday, the form must be submitted the next business day. Supplemental forms submitted after this deadline will not be reimbursed.

* Subject to change due to technical malfunctions or other unforeseen problems.

** Only applicable in one of the following instances:

- Parent is a new enrollment and has not yet received a card, parent must notify CCS within 3 calendar days
- POS machine or IVR system is not functioning, call Provider Help Desk 1-866-320-8720; a work ticket number will be assigned to your request; call the Child Development Specialist and provide the work ticket number in order to tag the supplemental billing form related to this instance
- Parent has lost the card and is waiting for a replacement card, lost cards must be reported by parent to CCS within 3 calendar days of occurrence
- Nontraditional work schedule (N code)

Note: Any changes to bank information must be reported to the Board office located at 1701 E. Hillside Rd, Laredo, TX 78044.