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CHILD CARE SERVICES
2389 E. SAUNDERS LAREDO, TEXAS 78041
PH (956) 794-1500 FAX (956) 794-1530
CHECK RELEASE SCHEDULE
PROGRAM YEAR 2018-2019
EFFECTIVE October 01, 2018*

PAY PERIOD	PAYDAY		PAY PERIOD	PAYDAY
09/02/18 – 09/15/18	10/05/18		03/31/19 – 04/13/19	05/03/19
09/16/18 – 09/29/18	10/19/18		04/14/19 – 04/27/19	05/17/19
09/30/18 – 10/13/18	11/02/18		04/28/19 – 05/11/19	05/31/19
10/14/18 – 10/27/18	11/16/18		05/12/19 – 05/25/19	06/14/19
10/28/18 – 11/10/18	11/30/18		05/26/19 – 06/08/19	06/28/19
11/11/18 – 11/24/18	12/14/18		06/09/19 – 06/22/19	07/12/19
11/25/18 – 12/08/18	12/28/18		06/23/19 – 07/06/19	07/26/19
12/09/18 – 12/22/18	01/11/19		07/07/19 – 07/20/19	08/09/19
12/23/18 – 01/05/19	01/25/19		07/21/19 – 08/03/19	08/23/19
01/06/19 – 01/19/19	02/08/19		08/04/19 – 08/17/19	09/06/19
01/20/19 - 02/02/19	02/22/19		08/18/19 - 08/31/19	09/20/19
02/03/19 – 02/16/19	03/08/19		09/01/19 – 09/14/19	10/04/19
02/17/19 – 03/02/19	03/22/19		09/15/19 – 09/28/19	10/18/19
03/03/19 – 03/16/19	04/05/19		09/29/19 – 10/12/19	11/01/19
03/17/19 – 03/30/19	04/19/19		10/13/19 – 10/26/19	11/15/19

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

Ana Rodriguez	LCCH & Relative	794-1511
Monica Robles & Rosa Haynes	RCCH/LC	794-1506
	Child Dev. Spec./TRS Assessor	794-1502
	Child Dev. Spec./TRS Mentor	794-1529
	Child Dev. Spec.	794-1509

To report any changes call advisor:

Amanda Jimenez	794-1512
Yvonne Steed	794-1513
Isela Arriaga	794-1503
Kassandra Garcia	794-1524

To speak to Admin Staff:

Naomi Olivares	794-1500
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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 500 E. Mann Rd, Ste. B5 Laredo, TX 78041.