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CHILD CARE SERVICES
1406 JACAMAN ROAD, SUITE A LAREDO, TEXAS 78041

PH (956) 794-1500 FAX (956) 794-1530

CHECK RELEASE SCHEDULE

PROGRAM YEAR 2023-2024

EFFECTIVE October 01, 2023*

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

If you have any questions concerning the schedule, please contact the Billing Department:

- Elsa Gonzalez, Financial Management Specialist elsa.gonzalez@southtexasworkforce.org (956)794-6530
- Jessica Solis, Financial Management Specialist jessica.solis@southtexasworkforce.org (956)794-6515
- Karla Alicea, Financial Management Specialist karla.alicea@southtexasworkforce.org (956)794-1582

If you have any questions related to the Texas Rising Star program, please contact the TRS Department or send an email to texasrisingstarstx@southtexasworkforce.org

- Maria Gaytan, TRS Mentor maria.gaytan@southtexasworkforce.org (956)794-1521
- Amalia Rios, TRS Mentor amalia.rios@southtexasworkforce.org (956)794-1518
- Jacqueline Gutierrez, TRS Mentor jacqueline.gutierrez@southtexasworkforce.org (956)794-1540
- Roxanna Loya, TRS Mentor roxanna.loya@southtexasworkforce.org (956)794-1519

If you have any questions related to your provider agreement, please contact the CDS Department

- Elizabeth Cruz, Child Development Specialist Elizabeth.cruz@southtexasworkforce.org (956)794-1503

To report any changes, please contact the Eligibility Department or send an email to ccs@southtexasworkforce.org

- Stephanie Snow Eligibility Specialist (956)794-1508
- Angelica Breton Eligibility Specialist (956)794-1537
- Ayana Roots Eligibility Specialist (956)794-1501
- Nidia Muniz Eligibility Specialist (956)794-1525
- Gracie Jones Eligibility Specialist (956)794-1544
- Emmeline Gamez Eligibility Specialist (956)794-1516
- Maria Lira Eligibility Specialist (956)794-1513

To speak to Management:

Noemi Pedroza, Program Manager
noemi.pedroza@southtexasworkforce.org (956)794-1511

Kristen Contreras, CCS Supervisor
Kristen.contreras@southtexasworkforce.org (956)794-1515

REMINDERS,

- Complete, accurate Supplemental Billing Forms **must be submitted to CCS office every Monday by 12:00 pm in person or via email to ccsprovider@southtexasworkforce.org**. If Monday is a holiday, the form must be submitted the next business day. Supplemental forms submitted after this deadline will not be reimbursed.
- Attendance reporting through Kinder Connect will be mandatory.
- Non-Payment of Parent Share of Cost **must be reported to CCS office by the 5th day of the month.**

Note: Any changes to bank information must be reported to the Board office located at 500 E. Mann Rd, Ste. B5 Laredo, TX 78044.