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CHILD CARE SERVICES PAYMENT SCHEDULE
1406 JACAMAN ROAD, SUITE A LAREDO, TEXAS 78041
PH (956) 794-1500 FAX (956) 794-1530



Effective: December 01, 2024

PAY PERIOD	PAYDAY	REPORT NON-PAYMENT OF PSoC		PAY PERIOD	PAYDAY	REPORT NON-PAYMENT OF PSoC
12/01/24 – 12/14/24	01/03/25					
12/15/24 – 12/28/24	01/17/25					
12/29/24 – 01/11/25	01/31/25					
01/12/25 – 01/25/25	02/14/25					
01/26/25 – 02/08/25	02/28/25					
02/09/25 – 02/22/25	03/14/25					
02/23/25 – 03/08/25	03/28/25					
03/09/25 – 03/22/25	04/11/25					
03/23/25 – 04/05/25	04/25/25					
04/06/25 – 04/19/25	05/09/25					
04/20/25 – 05/03/25	05/23/25					
05/04/25 – 05/17/25	06/06/25					
05/18/25 – 05/31/25	06/20/25					
06/01/25 – 06/14/25	07/03/25					
06/15/25 – 06/28/25	07/18/25					

REMINDERS:

- Providers must review Declaration of Services and report any discrepancies within five (5) business days via e-mail to ccsprovider@southtexasworkforce.org
- Providers are required to review Payment Proofs as soon as they are received and report any discrepancies within ten (10) business days to the Board Fiscal Department, Mrs. Hogan or Mrs. Ortiz, at (956) 722-3973.
- Non-Payment of Parent Share of Cost:
 - For the month of December 2024, non-payment of PSoC must be reported to CCS office by the 5th day of the month via JotForm <https://form.jotform.com/231524983706158>
 - Effective January 2, 2025, PSoC collection date must be the same as the CCS payment date. Non- payment of PSoC must be reported to CCS office within three (3) business days from the collection date via JotForm <https://form.jotform.com/231524983706158>. *Note: Please reference to the chart above.*
- Providers are required to notify CCS, via e-mail ccsprovider@southtexasworkforce.org, when a child stops attending a child care provider location for 5 consecutive days without parent contact.
- If providers receive notifications from parent that the child(ren) will no longer be attending the child care center, providers are required to notify CCS within *24 hours* via e-mail ccsprovider@southtexasworkforce.org.
- For new enrollments, Child Care Provider must notify CCS via e-mail ccsprovider@southtexasworkforce.org if the parent has not taken the child to the facility by the **3rd day** from the authorized start date.

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

Any questions related to the Texas Rising Star program send an email to texasrisingstarstx@southtexasworkforce.org.

Any questions related to your provider agreement, or payments send an e-mail to ccsprovider@southtexasworkforce.org.

For parents, to contact CCS they must call (956) 794-1500 or via e-mail to ccs@southtexasworkforce.org.