



## POLICY ADVISORY

*Field Operations 2024 - 5*

**Policy:** Child Care Financial Assistance Voucher Billing Windows

**Effective Date:** April 1, 2024

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### OVERVIEW

In order to better support the financial stability of early education and care providers, the Department of Early Education and Care (EEC) is increasing flexibility in how **voucher payments** are processed for programs that accept child care financial assistance.

As of April 1, 2024, **EEC will support two billing windows each month.** Providers will still only be paid once a month for services provided in the previous month, but they will now have two different windows in which they can get their invoice in by to be paid on time.

### APPLICABILITY

This policy applies to all early education and care providers that accept child care financial assistance vouchers.

### KEY UPDATES

As of April 1, EEC will support two billing windows each month for **voucher payments**. Providers will still only be paid once a month for services provided in the previous month, but they will now have two different windows in which they can get their invoice in by to be paid on time:

- **Window 1: billing due to your [Child Care Resource and Referral Agency](#) by 5pm the 9th of the month.**
  - If the 9<sup>th</sup> falls on a weekend or holiday, the submission date is the prior business day.
- **Window 2: billing due to your [Child Care Resource and Referral Agency](#) by 5pm the 20<sup>th</sup> of the month.**
  - If the 20<sup>th</sup> falls on a weekend or holiday, the submission date is the prior business day.

Providers will receive their voucher payment 5-6 business days after their Child Care Resource and Referral Agency submits the billing information to EEC.

### RESOURCES

If you or your staff have questions about this policy or need additional support, please contact your [Child Care Resource and Referral Agency](#).

### OBSOLETE

This policy replaces the agency's previous one billing window for child care financial assistance voucher payments.