

# Payment to Provider

**Child care subsidy payments** are authorized to support your employment and training activities. Once you are approved for child care subsidy payments, the payment will be paid directly to your child care provider. Most providers receive payments by direct deposit. If you need to report a change in providers, remember:



1. Always follow the terms of the contract with your provider before changing providers.
2. Report the change to the Department of Workforce Services as soon as you know you are changing providers or no longer need child care. Workforce Services will stop future payments from going to this provider. Changes reported by the 25<sup>th</sup> of the month help to prevent your provider from getting an overpayment.
3. Report your new provider to Workforce Services as soon as you have found one.
4. A change reported to Workforce Services will not be made effective until the following month. For unusual or extraordinary situations contact Workforce Services.
5. If your first provider provided care for at least eight hours for each child by the 25<sup>th</sup> of the month, they may keep the full payment. The payment supports your contract with your provider for the month and covers the expense to care for your child/ren.
6. The subsidy may not cover the full cost of care.
7. You are responsible to pay your DWS copayment and any additional balances owed to your provider.
8. Payments are based on a parent's monthly eligibility and are intended for the current month of service only. Providers are not allowed to refund any portion of the subsidy payment to parents. If there is a credit or an overpayment, the funds need to be returned to Workforce Services. Excess subsidy funds may not be used to build up a personal credit for future months or to cover outstanding balances owed to your provider.
9. If you submit verifications to Workforce Services after the due date given, your subsidy payment will be prorated. You will be responsible to pay your provider for days not covered by the subsidy.

***Report other changes affecting your eligibility to Workforce Services within 10 days.***

***If you need help finding a provider, visit [careaboutchildcare.utah.gov](http://careaboutchildcare.utah.gov).***

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