



Childcare Support Reimbursement Forms

All forms submitted must include the following **BASIC** information:

- 1) Completed in pen.
- 2) Signed by customer.
- 3) Job Seeker ID.
- 4) Attach student class schedule, start and end dates must be included along with days of the week attending training.
- 5) Childcare submitted over two (2) months from start date will NOT be reimbursed.

Childcare: Include all of the above **BASIC** information AND:

- 1) Receipt for advance payments.
- 2) LCC account summary (if applicable).
- 3) Proof of current license information from the Employment Department, Child Care Division website:
<https://childcaresafetyportal.ode.state.or.us/portal/>

Note: If you pay your childcare on a quarterly basis, you will need to complete three (3) childcare forms reflecting each month, days, rate, hours, child's name, etc. Only count the days your child attends, exclude vacation days and holidays.