

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



January 3, 1975

ALL-COUNTY LETTER NO. 75-4

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: DOCUMENTATION OF CHILD CARE PAYMENTS

REFERENCE: EAS Section 44-113.231 (b)

Circular Letter No. 2569, dated December 14, 1971, stipulates that child care payments must be documented in order to be eligible for state or federal participation. It has come to our attention that a number of counties are failing to apply this circular letter in authorizing and paying for child care expenses.

Counties must obtain a receipt from the institution or person rendering the child care for all child care provided as a service from service-related expenditures. A copy of the receipt is to be maintained in the recipient's case record.

When child care is provided through the public assistance grant, the WR 7 filed in the case record constitutes the required documentation.

Documentation of child care payments in this manner is necessary to verify the amount of expenditure and that the care was actually provided.

Sincerely,

A handwritten signature in cursive script that reads "William J. Kertz".

WILLIAM J. KERTZ
Deputy Director

cc: CWDA

OBSOLETESuperseded by ACL #77-15Issued 3-17-77