HOW TO COMPLETE A CalWORKs CHILD CARE PROVIDER PAYMENT REQUEST FORM (Also Known as a PPR)

**A. Daytime Hours Columns**
- Any child care hours provided Mon-Fri between 6am to 6pm.

**B. Evening Hours Columns**
- Any child care hours provided Mon-Fri between 6:01pm to 5:59am.

**C. Saturday Column**
- Any child care hours provided on Saturday.

**D. Sunday Column**
- Any child care hours provided on Sunday.

**E. Amount Provider is Claiming Column**
- The dollar amount you are billing for each week.
  (If a monthly rate is approved just enter the monthly rate in the total box F.)

**F. Total**
- Add the dollar amount for each week and write in the total in the **Total Box**.

**G. Parent Signature and Date**
- Parent signs and dates the PPR in this section at the end of the service month OR last day of authorization period.

**H. Provider Signature and Date**
- Provider signs and dates the PPR in this section at the end of the service month OR last day of authorization period.

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**Daytime Example**: Child care is provided Monday-Friday (5 days) 8am to 5 pm (9hrs/day). Add the daily hours per day to get the total weekly hours (45). Write the total hours and days on the PPR (complete Column A, E, F, G and H). If the month begins or ends mid week, follow the same steps mentioned above. See Daytime Example below.

**Evening Example**: Child care is provided Monday-Friday (5 days) 6pm to 12am (6hrs/day). Add the daily hours per day to get the total weekly hours (30). Write the total hours and days on the PPR (complete Columns B, E, F G and H). If the month begins or ends mid week, follow the same steps mentioned above. See Evening Example below.

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(See Reverse) Updated 3/2022
Daytime and Evening Example: Child care is provided Monday-Friday (5 days) 12pm to 10pm (10hrs/day). Identify the hours for daytime and evening. Daytime Hours are 12pm to 6pm (6hrs/day) and Evening Hours are 6pm to 10pm (4hrs/day). Add the daytime hours separately to get the weekly daytime hours (30) (columns A). Add the evening hours to get the weekly evening hours (20) (columns B). Write the total hours and days on the PPR (complete Columns A, B, E, F, G and H). If the month begins or ends mid week, follow the same steps mentioned above. See Daytime and Evening Example below.

Weekend Example: Child care is provided on the weekend; complete Saturday/Sunday column of the PPR. Make sure you claim all the hours provided per day. See Weekend Example below.

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<thead>
<tr>
<th>Weekly Schedule</th>
<th>Hour</th>
<th>Day</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Saturday/Sunday</td>
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<table>
<thead>
<tr>
<th>Weekday</th>
<th>Hour</th>
<th>Day</th>
<th>Amount</th>
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</thead>
<tbody>
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REMINDERS

Missing PPR: If you do not receive a PPR by the first week of the month, please contact Stage 1 at (213) 427-2700 or log into CCM to print your form at https://careconnect.carecloud.io. For assistance activating your account please contact Provider Unit.

Pencil: PPRs should not be completed with pencil. Use only blue or black ink.

Mistakes/Corrections: Do not use correction fluid/tape. If you make a mistake, neatly cross through the error and write the correction. The parent and provider must initial the correction.

Multiple PPR Received: If you receive multiple PPRs for a child check the authorization period located in the Family Information section of the PPR. You can also find the authorization period and additional information on your ST1-06.

Registration Fee: Indicate the Registration Fee below the total invoice amount.

Original: the submitted PPRs need to be originals, no copies will be accepted.

Possession: PPRs must remain in the possession of the provider at all times.

Submission: PPRs should be submitted after the end of the care month, unless the authorized period ends during the month.

Payments: Payment will be processed 10 business days upon receiving a complete and accurate Provider Payment Request.