



## LETTER OF COMPLIANCE

- Return the completed childcare application package including Application, Letter of Compliance and Child Care Facility's State of Ohio license to:
  - OARDC Human Resources, 121 Research Services, 1680 Madison Ave, Wooster, OH 44691
- Monthly reimbursement forms and receipts must be original, itemized and include dates of service. Reimbursement forms must be signed by the participant.
- Monthly reimbursement forms and receipts must be received by the OARDC Fiscal Office by **5:00pm** on the **5<sup>th</sup>** of the month to qualify for reimbursement of the previous month. Late, incorrect or incomplete reimbursement forms or receipts will require an "after the fact" reimbursement form signed by the OARDC Director's Office.
- Funds reimbursed through the OARDC Child Care Program cannot be reimbursed through The Ohio State University Dependent Care Flexible Spending Program. To do so is a violation of university policy and can result in disciplinary action, up to and including termination.
- Further details about the application and reimbursement process can be found at <http://www.oardc.ohio-state.edu/childcare/> or by contacting OARDC Human Resources 330-263-3719.
- The child care program is a privilege not to be taken advantage of. Anyone submitting false information will be removed from the system, with no exceptions. Restitution may be requested.
- If your provider does not renew their license, at any time, a new licensed provider should be selected and the program must be notified. **A new application package must be approved BEFORE submitting a reimbursement request for the new provider.**

*I have read and understand the OARDC Child Care Policy/Description, and as a participant, I agree to abide by the policy as outlined above, and on the website.*

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Signature of OARDC Employee/Participant

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Date