To: Out-of-School Care Programs

From: Child Development Branch

RE: Completing Claim Forms Accurately

- Staff working in out-of-school (OSC) programs must claim their hours on the OSC claim form.

- It is essential that the monthly OSC claim form accurately reflects the actual hours each paid, certified staff member works in the OSC program. Staff may claim:
  - direct child care hours, when directly responsible for the care and supervision of school-aged children;
  - program/alternate supervisor hours, when providing on-site supervision of the daily operation of the OSC program; and/or
  - up to eight hours per month for time spent on programming and meeting accreditation standards if these hours are worked.

- The hours that a staff member works in the OSC program must not be entered on the day care program claim form.

- The hours worked by one staff member must not be claimed by another staff member.

- If you are aware that any claim form has been completed inaccurately, contact your regional claims assessor immediately and make arrangements to have a payment adjustment made. Grant funds not used for the purposes for which they were provided must be returned to the Ministry.

- The Ministry may at any time request that an evaluation or audit of the grant be conducted.

- To ensure that you are completing your claim forms correctly, follow the claims procedures set out in Section 6 of the Alberta Child Care Accreditation Funding Program: Guide for Licensed Out-of School Care Programs, which you can find at www.child.alberta.ca/funding.

- For additional information, contact:

  Lorna Anton, Program Consultant OSC
  Alberta Children and Youth Services
  Child Development Branch
  Sterling Place
  9940 – 106 Street NW
  Edmonton AB T5K 2N2
  Tel: 780-415-2415
  Toll-free in Alberta: first dial 310-0000
  Fax: 780-427-1258
  E-mail: lorna.anton@gov.ab.ca