

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](http://www.child.alberta.ca/funding).
- For additional information, contact:

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