

Wake County Quality Supplements Parent Fee Documentation

wakeQS@childcareservices.org or 919-314-6853



Use the chart below to provide information regarding the on-going collection of parent fees from **families with children ages 3 to 5 (NOT kindergarten eligible) receiving subsidies through Wake County Human Services (WCHS)**. You do not need to report children ages 0-2, school-age children, or children on subsidy from other counties. ***Please report parent fees collected per family over the last three months.*** Additional lines should be added to the chart, if needed.

Once complete, sign and date the form prior to returning to the Quality Supplements Program. Forms can be returned by one of the following:

- Scan and email to wakeQS@childcareservices.org
- Fax to the attention of the Quality Supplements Program at 919-403-6959
- Mail to:
Child Care Services Association
Attn: Wake Co. Quality Supplements
1201 S. Briggs Ave, Ste 200
Durham, NC 27703

Parent Last Name	# of Children on Wake Subsidy	Age Group(s) of Child(ren)	Total Monthly Parent Fee	Time Period	Total Payment Collected	Additional Notes
Smith (EXAMPLE)	2	2 Preschool	\$100.00	April 2018-June 2018	\$300	
Johnson (EXAMPLE)	1	Preschool	\$320.00	February 2018-April 2018	\$990	Includes late payment

By signing below I certify that the information provided is accurate to the best of my knowledge and that the above parent fees have been collected from families with WCHS child care subsidy vouchers, as specified. I understand that the Quality Supplements Program may request receipts to support the above listed payments for the purpose of monitoring on-going eligibility requirements.

Name & Title (Print) _____ Signature _____ Date _____

Program Name _____ License # _____

Office use- Documents Rcvd: ___/___/___ By: _____ QSDB Documented ___/___/___ By: _____