



## Provider Reimbursement Request for CPR/First Aid and Health & Safety Training

The California Department of Education’s Child Development Division has granted CCRC with funds to assist child care providers with the cost of CPR/First Aid trainings mandated by AB243. **These funds are limited and available for trainings completed during the period of July 1, 2019 to June 30, 2020.** Residents of the San Fernando, Santa Clarita and Antelope Valleys are eligible for funds from CCRC.

### Reimbursement Guidelines:

- ☛ **Family Child Care facilities are eligible for a maximum of 4 reimbursements and Child Care Centers are eligible for a maximum of 8 reimbursements per license.** Any additional requests received *MAY* be reviewed in June 2020 if funding permits.
- ☛ Licensed center-based staff licensed family child care providers and license-exempt child care providers are eligible for reimbursement.
- ☛ Funds may be used to help pay for: a) the initial 16 hours of CPR/First Aid and Health & Safety trainings to become a licensed provider or b) the renewal of a CPR/First Aid certificate.
- ☛ CPR/First Aid and Health & Safety trainings must be approved by the Emergency Medical Services Authority (EMSA).
- ☛ Each eligible participant may receive up to \$150.00 a year toward payment for completed trainings. **In no case will an award exceed the actual cost incurred.**

### **In order to receive your reimbursement you must:**

1. Complete the bottom portion of this form. **One form per person is required, please make necessary copies.**
2. Include a copy of the payment receipt or cancelled check. **Payment receipt must indicate per person training cost.**
3. Include a copy of certificate of completion or certification card(s).
4. Return all documentation to **CCRC–R&R/CPR REIMBURSEMENTS, 20001 Prairie Street, Chatsworth, CA 91311**

**All requests for reimbursement are on a first-come, first-served basis depending on availability of funds. We cannot guarantee that all reimbursement claims will be approved or awarded. All requests for reimbursements will be processed in the order they are received. Incomplete requests will be returned.**

*For further information or questions, call the Resource & Referral Department at (818) 717-1000 or (661) 789-1200*

### **CCRC – R&R/CPR REIMBURSEMENTS, 20001 Prairie Street, Chatsworth, CA 91311**

Name of Child Care Provider who completed training (Name on certificate): \_\_\_\_\_

Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

Center, Site or Employer: \_\_\_\_\_ Facility License #: \_\_\_\_\_

Facility address: \_\_\_\_\_

Home address (if not a FCC or license-exempt provider): \_\_\_\_\_

Name of training institution: \_\_\_\_\_ Name of trainer: \_\_\_\_\_

Mark one:     **Family Child Care Provider**         **Child Care Center**         **License-Exempt Provider**

### I have enclosed **EACH** of the following:

- A copy of my payment receipt or cancelled check**
- A copy of my certificate of completion or certification card(s)**
- CPR Reimbursement form(s)**