

## QUARTERLY COST VERIFICATION AND BACK-UP DOCUMENTATION

Every student must submit completed cost verification forms with back-up documentation at the end of EVERY quarter for which assistance was received. Students who are leaving the program must ensure that their accounts are closed out, and that any money owed the university is repaid.

### Quarterly Deadlines

Forms are due on or before the last working day of each quarter in order to request voucher checks for the subsequent quarter on time. If forms are not received by the final deadline listed in parentheses, a hold will be placed on your record, preventing you from registering or requesting transcripts.

AFTER THE FINAL DEADLINE HAS PASSED AND NO CONTACT HAS BEEN MADE WITH OUR OFFICE, YOUR AWARD MAY BE CANCELLED AND YOU MAY BE REQUIRED TO REFUND THE UNIVERSITY THE ENTIRE AMOUNT OF YOUR ASSISTANCE FOR THAT QUARTER.

<u>Quarter</u>	<u>Deadline</u>	<u>Final Deadline</u>
AUTUMN	December 17 - 31	(January 31)
WINTER	March 18 - 31	(April 29)
SPRING	June 17 - 30	(July 29)
SUMMER	September 19 - 30	(October 31)

### Back-Up Documentation

Every verification form must have some kind of official documentation attached to it as evidence for our auditors that the costs reported on the forms are correct. The documentation should show the **total actual charges** (not just payments!) for each month, as well as any fee reductions or support received from other agencies. Below is a list of acceptable forms of documentation:

\*Please note that we cannot accept handwritten receipts.

- Copy of the Daycare Accounting Record, Ledger Card, Invoice or Statement,
- Copy of canceled personal checks (front and back), money order or cashier's check (clearly copied), showing that you have paid the CORRECT portion of the total costs for each month,
- Copy of personal check or carbon and a copy of bank statement showing you have paid the CORRECT portion of total costs for each month,
- Typed letter signed by the daycare provider detailing names, dates of attendance and total monthly costs for each child.

### Overpayments and Underpayments

The Verification form allows us to determine whether the Childcare Program paid out the correct amount for your monthly costs each quarter. If the monthly costs for a given quarter turn out to be other than what was originally estimated, resulting in either an overpayment or an underpayment of the UW's portion, we will adjust the amount of the following quarter's check to account for the difference.