## Tips on Navigating the Subsidy Website

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Privacy and Security Notice     (as per AFI 33-129)     I. Air Force Services Center Website is provided as a public service by HQ AFSVC.     Information presented on Air Force Services Center Website is considered public information and may be distributed or copied. Use of     appropriate byline/photo/mage credits is requested.     Information concerning viators', use of this site is collected for analytical and statistical purposes, such as assessing what information is of     most and least interest, determining technical design specifications, and identifying system performance or problem areas.     For site security purposes and to ensure that this service to a load user, this government computer system employs software     programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.     S. Raw data logs will only be used to identify individual users and their usage habits for authorized law enforcement investigations or national     security purposes. These logs are scheduled for regular destruction in accoundance with National Archives and Records Administration     Guidelines.     Guidelines.     Industrical attempts to Disapprove service, upload information, or to attempt to access a non-public site from this     service are strictly prohibited and may be punsibable under Title 16 of the U.S. Code to include the Computer Fraud and Abuse Act of 1986     and the National Information information rest.     This are any questions or comments about the information presented here, please forward them to Public Affairs.	"You an device purpose enforce using, c authoriz benefit content their as	e accessing attached to es including, ement (LE), a or data store zed purpose or privacy. I t of privilege sistants. Suc	a U.S. Gover this IS), yo but not lim nd counteri d on, this IS . This IS in Notwithstan d communi ch communi	nment (USG) u consent to ited to, penet ntelligence (C are not privat cludes securit ding the abov cations, or wo cations and w	Informati the follo tration te I) investi- e, are sul y measu e, using f rk produ	SECURITY AND CC (as per AF ion System (IS) that is wing conditions: -Th sting, COMSEC monil gations. At any time, oject to routine monit ress (e.g. authenticati his IS does not const ct, related to persona uct are private and con	NSENT 33-219 provideo USG ro oring, no the USG oring, into on and a itute cor I represe fidentia	NOTICES 9) d for USG-authoriz outinely intercept etwork operations 5 may inspect and reception, and see access controls) nsent to PM, LE o entation or service al. See User Agreen	zed use only. By s and monitors s and defense, j d seize data sto arch, and may b to protect USG or CI investigativ es by attorneys, ment for details.	using this commun personnel ored on th e disclose interests re searchi psychoth	s IS (which i nications on I misconduc iis ISComr ed or used f s-not for yo ing or monit herapists, or	ncludes any a this IS for tt (PM), law munications or any USG- ur persona coring of the r clergy, and	y v s l e d		
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Note: The upper right corner says "help" in white. Click on it and read for more help.

First, look under "current subsidy enrollees" this one is blank, if their name isn't there, it won't populate on a timesheet. Always check here first before opening a timesheet. (Not applicable for deployment Care, or EDC, those will be listed under notices on the home page)

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Go to add timesheet and click create on the applicable week.

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This is a timesheet

1. Select the child

2. Add their times from your timesheet

3. Make sure their parent fee matches what they paid. It must match or you don't get your incentive.

4. Put the date that they paid

4(a). If you have incentive for your own children, put 0 in the fee box and pick a past paydate in the calendar.

5. If you were closed for vacation or illness or any provider reason check the box.

6. If the kid was absent, select the drop down and reason.

7. If the kid was absent or you were closed, it will ask for a remark. List where the kid was (i.e home, with another provider, on vacation, sick, etc)

8. Only click save between kids, after your last kid, click submit.

Subsidy Vacation:

Full time enrolled children allow you 2 weeks of paid vacation a year. They must pay their full time rate for the weeks on vacation in order for you to claim the vacation. You mark 'vacation-parent fee paid' in the drop down menu.

If you allow them any unpaid vacation time in your contract, you honor that first, mark zero- and no parent fee paid. You will NOT get your subsidy incentive for that time.

You only get the Subsidy incentive for 2 weeks of vacation that the parents have paid their rate for.

If you messed up our need to review a timesheet you've saved or submitted, go here



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	Sun, <u>05 Mar 2023 - Sat, 11 Mar 2023</u>	Locked	
	Sun, 26 Feb 2023 - Sat, 04 Mar 2023	Approved	
	Sun, 19 Feb 2023 - Sat, 25 Feb 2023	Invoiced	
	Sun, 12 Feb 2023 - Sat. 18 Feb 2023	Invoiced	

Once you've been paid, go to invoices

Click on the most recent invoice to review it

'Make sure it's correct and the number matches the amount deposited into your bank account. Then there will be a little "payment received" box. Click it, if you fail to click the accept invoice button for a few months it will lock you out of subsidy. If you have a problem with your invoice, click "report payment problem".



