

## Review Process

### **PLEASE DON'T DELAY**

CCN requires that your Family Support Specialist receives your documents 5 business days prior to your appointment.

This allows CCN to complete the preparation and review of your authorization/voucher before your appointment.

All authorizations must be reviewed by senior staff and will not be active until the audit process is complete.

Once senior staff has approved the authorization and voucher, it will be ready for your appointment via zoom or telephone to go over the documents. We will then send you the appointment documents to sign and date. Once we receive the completed signed packet, we will send a copy of your voucher to you and the provider via email.

We appreciate your cooperation,

CCN Staff

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Parent Signature

Date

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Child Care Network Staff