

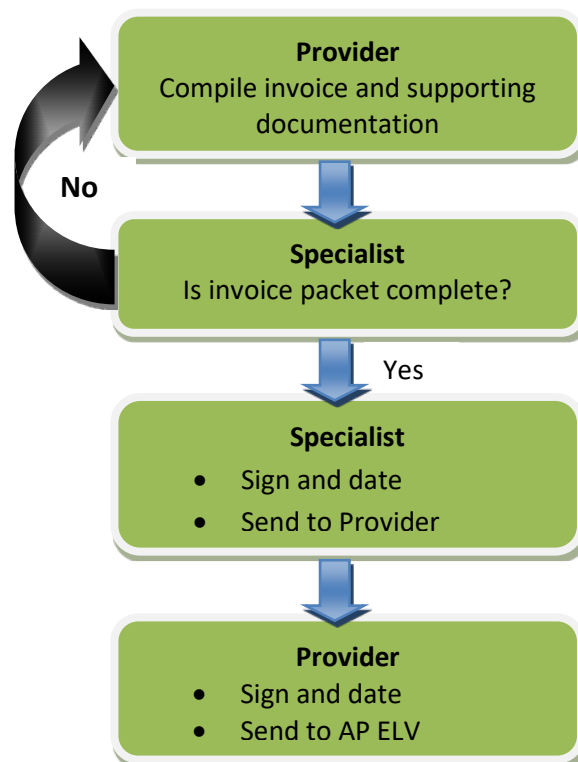


Accounts Receivable Process

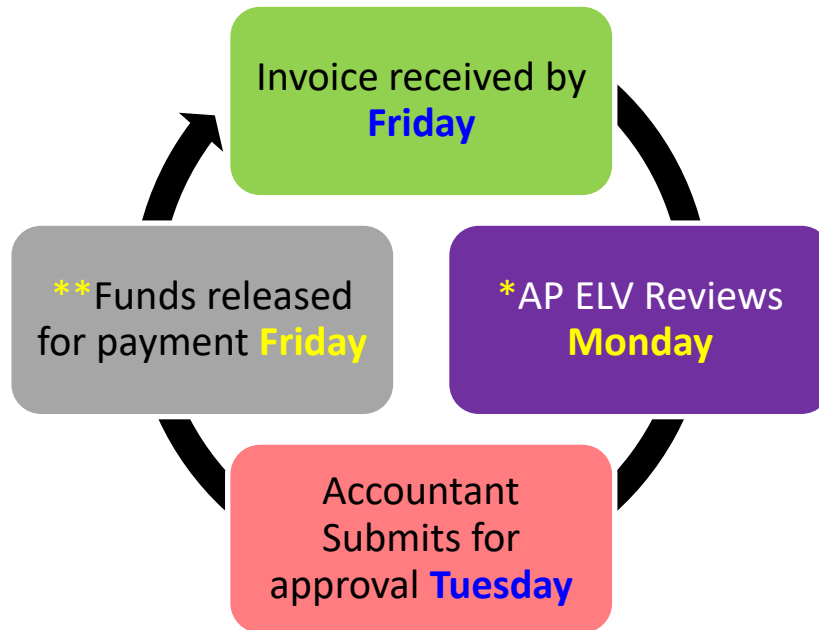
Quality Child Care Partnership (QCCP)

The **Accounts Receivable (AR)** process is a quality control tool for Early Learning Ventures (ELV) Child Care Partnership Specialists to use as they coach our partners through submitting their monthly invoices for payment. The first five steps of the **AR Process** are a critical part of the process to ensure our partners are reimbursed in a timely manner.

1. **Child Care Providers** compile their receipts, EHS Invoicing Report, completed (signed) Teacher Declaration Forms and any other supporting documentation to validate the reimbursement amounts requested on their **EHS-CC Partnership Invoice**.
2. **Child Care Providers** forward completed packet to their ELV Child Care Partnership Specialists (CCPS) for review and subsequent approval.
3. **Child Care Partnership Specialists** reviews each monthly invoice packet to ensure adequate documentation is provided.
4. Once approved, **CCPS** sign and date the invoice and send it to the **Child Care Provider** for their signature and date.
5. **Child Care Provider** sends the signed invoice and all supporting documentation to apelv@earlylearningventures.org and cc's their **CCPS**.



AP ELV will start the payment process:



* **AP reviews** for consistency, signatures, proper documentation, and signatures. *If anything is missing or receipts do not add up*, the invoice packet is returned to the **CCPS and Child Care Provider** for updates.

** It may take 48 hours for funds to show in vendor/provider accounts once funds are released

**** **NOTE:** ELV strives to pay vendors in a timely manner. Contractually, we have **30 days** (from receipt of complete packet) to process invoices for payment.