

Frequently asked questions:

Claim Advance for Child Care Providers

Updated January 2025

General Information

What is changing with payments to child care providers?

The way that child care providers are paid by the Government of Alberta has changed. Since March 2024, providers began to receive an advance on their claim at the beginning of the month with the balance of funding being paid after submitting their claim the following month. Rather than reimbursing programs after the completion of the claim month, the government is providing an advance of this funding within the first three to five business days of each month. This means child care programs receiving claim advances are being paid approximately 30 days earlier each month compared to the previous system.

Who will this change impact?

All licensed child care providers that receive funding from the Ministry and have submitted a claim by the 20th of each month will receive claim advance equivalent to 80 per cent of the average from the last three claim periods.

Why is it changing?

As government funding increases and replaces fees collected from parents, some providers have expressed that cash flow is a challenge. A claim advance is now provided at the beginning of the month to ensure providers have the operational funding they need to provide child care services.

What does this mean for me as a child care program?

As a child care provider, this means you will receive up to two regular deposits per claim period. The first is a claim advance paid at the beginning of the month, and the second payment is provided after the submission of your claim. The second deposit will provide the remaining amount based on your monthly claim less the amount of the claim advance.

Is this another grant?

The claim advance is not a new grant. Rather, it provides an advance payment at the beginning of the month.

Can I opt out?

No, providers cannot opt out of receiving the claim advance at this time; however, if the program submits their claim after the 20th of the month, no claim advance will be issued for the following month.

Claim Advance Amount and Timing

Added January 2025

When can I expect the claim advance payment every month?

Claim advances will be provided to child care providers within the first three to five business days of the month.

2025 claim advance payments will be made on or before the dates specified below:

- February claim advance deposited on or before February 5, 2025
- March claim advance deposited on or before March 7, 2025
- April claim advance deposited on or before April 4, 2025
- May claim advance deposited or before May 7, 2025
- June claim advance deposited on or before June 4, 2025

How much will my advance be and how was it calculated?

Starting in May 2024, the claim advance is based on approximately 80 per cent of the average of the three previous months claims. For example, the claim advance paid in May will be approximately 80 per cent of the average of your January, February and March claims. This will continue for all claim advances in future months. The amount will continue being calculated based on funding received for Affordability Grant, Cost Increase Replacement Funding (if applicable), Child Care Subsidy, Infant Care Incentive, Wage Top-ups and Mandatory Employer Contribution funding. The advance amount **will not** include funding for Professional Development and Release Time, Inclusive Child Care and Family Day Home Administration Fee.

Why did I not see the advance in my bank account?

If you submitted your monthly claim within the first 20 calendar days of the month, you will receive your claim advance within first the first three to five business days of the following month. If your program submitted the latest monthly claim after the 20th calendar day, or if your program did not submit the latest monthly claim at all, you will not receive a claim advance in the following month.

What do I need to do to ensure I continue receiving an advance?

To continue to receive a claim advance, providers will be required to submit their claim by the 20th of every month. If you do not submit a claim by this date, you will not receive a claim advance for the next month. Your total claim will be paid out after the submission of your claim at the beginning of the following month. This does not apply to providers with planned temporary summer closures (see next question and answer).

My program closes over the summer months. How will this affect the claim advance?

For programs that routinely close over the summer for one month or more and have this included in their program plan, claim advances will be paused during these planned temporary closures. Claim advances will resume when your program reopens and will be based on approximately 80 per cent of the average of the claims processed in previous claim periods prior to closure.

Claims, Adjustments and Deposits

Do I still need to submit a claim?

Yes, child care providers will continue to submit their monthly claims after the end of each month. Based on this claim, providers will be paid the remaining amount after the subtraction of the claim advance.

Do I still need to make adjustments?

Adjustments should still be completed if child care providers determine an error or omission has been made on their monthly claim.

When will adjustment payments be deposited in my bank account?

The adjustment process has not changed. Child care providers will see adjustments for errors or omissions at the same time their online claim is processed and deposited each month. Adjustments are not included in the claim advance deposit.

What happens if the advance is more than my claim amount?

If the claim advance is larger than the total claim made for the month, you will not receive a payment after submitting that claim. Your next claim advance or next monthly claim payment (whichever one occurs first) will be reduced. If this occurs, you will receive an email from the Child Care Claims unit with additional information.

Eligible Providers

Does this apply to all licensed child care programs including out-of-school care?

Yes, advances will be provided to all licensed child care providers that have a signed grant agreement(s) and receive any funding pertaining to: Affordability Grant, Cost Increase Replacement Funding, Child Care Subsidy, Infant Care Incentive, Wage Top ups and Mandatory Employer Contribution funding.

I am a blended program (day care, preschool, and/or out-of-school care). How will this work for me?

All licensed child care programs will receive a claim advance including blended programs. The advance claim amount will be approximately 80 per cent of the average of the three previous months claims. For example, the claim advance paid in May will be approximately 80 per cent of the average of your January, February and March claims. This will continue for all claim advances in future months.

I am a family day home agency, what will my advance be based on?

The advance claim amount will be based on approximately 80 per cent of the average of the three previous months claims. For example, the claim advance paid in May will be approximately 80 per cent of the average of your January, February, and March claims. This will continue for all claim advances in future months. The claim advance will be based on the amounts received for Affordability Grant, Cost Increase Replacement Funding, Child Care Subsidy, Infant Care Incentive, Wage Top-ups and Mandatory Employer Contribution funding. It will not include Administration Fee or Professional Development and Release Time funding.

Will new child care programs receive an advance?

New child care programs will begin receiving claim advances the month following their first online claim submission.

What if I received a claim advance and my program closes?

If you received a claim advance for which you were not eligible, you will be required to repay the claim advance to the Ministry.

Additional Information

Who do I contact if I have questions?

You can send questions regarding the claim advance to: JET.CCclaimAdvance@gov.ab.ca.