

Child Care Affordability Program

Billing Week Schedule, December 2023 through November 2024

CCSP follows a Bi-Weekly Billing Schedule. The forms are submitted after the care is complete, but no sooner than Friday at 5:00 p.m. Following the schedule listed below. Any bills submitted early will be rejected. For billing to be processed it must be received without error by noon on Wednesday. When the Child Care Provider's billing form is free of errors and submitted to the Department within the time frame stipulated, the Department will pay a Child Care Provider within fifteen (15) calendar days of receipt. The Department will not pay a Child Care Provider who does not submit a bill within sixty (60) calendar days of the Department established submission deadline. The State of Maine observes the following list of holidays. Offices may be closed, and billing delayed, during these weeks. New Year's Day, Martin Luther King Jr. Day, President's Day, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day and the day following, and Christmas. For additional information about billing and payment, please refer to your Provider Agreement.

Bi-Weekly Billing Cycle	Dates to Submit Billing for it to be processed
12/2-12/8	Fri 12/8 after 5:00 p.m. until Wed 12/6 by noon
12/9-12/22	Fri 12/22 after 5:00p.m. until Wed 8/20 by noon
12/23-1/5/24	Fri 1/5 after 5:00p.m. until Wed 1/3 by noon
1/6-1/19	Fri 1/19 after 5:00p.m. until Wed 1/17 by noon
1/20-2/2	Fri 2/2 after 5:00p.m. until Wed 1/31 by noon
2/3-2/16	Fri 2/16 after 5:00p.m. until Wed 2/14 by noon
2/17-3/1	Fri 3/1 after 5:00p.m. until Wed 2/28 by noon
3/2-3/15	Fri 3/15 after 5:00p.m. until Wed 3/13 by noon
3/16-3/29	Fri 3/29 after 5:00p.m. until Wed 3/27 by noon
3/30-4/12	Fri 4/12 after 5:00p.m. until Wed 4/10 by noon
4/13-4/26	Fri 4/26 after 5:00p.m. until Wed 4/24 by noon
4/27-5/10	Fri 5/10 after 5:00p.m. until Wed 5/8 by noon
5/11-5/24	Fri 5/24 after 5:00p.m. until Wed 5/22 by noon
5/25-6/7	Fri 6/7 after 5:00p.m. until Wed 6/5 by noon
6/8-6/21	Fri 6/21 after 5:00p.m. until Wed 6/19 by noon
6/22-7/5	Fri 7/5 after 5:00p.m. until Wed 7/3 by noon
7/6-7/19	Fri 7/19 after 5:00p.m. until Wed 7/17 by noon
7/20-8/2	Fri 8/2 after 5:00p.m. until Wed 7/31 by noon
8/3-8/16	Fri 8/16 after 5:00p.m. until Wed 8/14 by noon
8/17-8/30	Fri 8/30 after 5:00p.m. until Wed 8/28 by noon
8/31-9/13	Fri 9/13 after 5:00p.m. until Wed 9/11 by noon
9/14-9/27	Fri 9/27 after 5:00p.m. until Wed 9/25 by noon
9/28-10/11	Fri 10/11 after 5:00p.m. until Wed 10/9 by noon
10/12-10/25	Fri 10/25 after 5:00p.m. until Wed 10/23 by noon
10/26-11/8	Fri 11/8 after 5:00p.m. until Wed 11/6 by noon
11/9-11/22	Fri 11/22 after 5:00p.m. until Wed 11/20 by noon