



DATE

NAME
ADDRESS
CITY/NE/ZIP

RE: NEW Child Care Subsidy Portal

Dear Parent:

The Department of Health and Human Services (DHHS) is excited to provide information about the newly enhanced Child Care Subsidy Billing Portal.

It is important to read this entire letter. You must create an account in order to log your child into child care starting [INSERT DATE]. Failure to do so will result in your provider not being able to bill Subsidy for care provided.

The newly enhanced Child Care Subsidy Billing Portal will:

- Allow parents or caretakers the ability to check their child(ren) in and out of care using a username and password or QR code;
- Automatically track and accurately calculate attendance time quickly and securely; and
- Give parents and providers real time access to current authorizations, billing unit updates, and claims submitted to DHHS.

Having access to your own Portal site allows you as a parent the opportunity to see how your child care authorizations are being used. You will be able to view your current authorizations and the claims your provider has submitted through the Portal.

You will also be able to see the amount of Sliding Fee that has been deducted from your provider's subsidy payments as these claims are submitted. Please note that the Sliding Fee amount shown does not reflect payments made by you to the provider. You may still owe your provider, so be sure to discuss this amount with your provider.

Once you have your username and password or QR code, either of these can be used to check your child(ren) in and out of care each day. This will track and calculate attendance for DHHS to pay your child care provider.

To create an account:

1. Go to: <https://dhs-claims-client.ne.gov/>
2. Click "Register Here" under New Users.

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3. Enter the required information and select Register Account.
4. Navigate back to <https://dhh s-claims-client.ne.gov/> and log in using your newly created username and password.
5. (First time login ONLY) Verify your identity by entering the last four digits of your Social Security Number, your date of birth, and your last name as it appears on your authorization.

Further instructions on creating an account and checking your child in and out of care are enclosed. Up-to-date Portal information will also be available on our website at: <http://dhhs.ne.gov/Pages/Claims-Portal.aspx>

Sincerely,

ACCESSNebraska
1-800-383-4278