Rev. 12/2025



FCCN Payment Request Process

Guidance for Focused Child Care Network (FCCN) Coordinators

Why the Process Changed

The previous process relied on paper payment request forms requiring multiple signatures and a separate secure portal for tax forms, which often resulted in illegible, incomplete, or incorrect submissions. The new coordinator-led online process simplifies these steps, reduces errors, and supports more timely and reliable payments.

New FCCN Payment Request Process

1. **Coordinator completes the online FCCN Payment Request Form**
    - Confirms participant eligibility based on their own MOU/agreement (no copies of network documents need to be submitted)
    - Records participation details in Find Child Care Oregon
    - Indicates the preferred language of the participant for communications
    - Ensures all required information is accurate and complete
        1. Participant or program legal name - must match FCCO & is the name the check will be issued to
        2. Mailing address - must match what the participant will input on their W-9 or W-8

2. **Automatic email sent to the participant**
    - Confirms that a payment request has been submitted
    - Includes instructions for completing the required W-9 or W-8

3. **Participant completes W-9 or W-8 using an online form**
    - It can be completed on a computer, tablet, or smartphone
    - Reduces errors and eliminates legibility issues

4. **Email confirmation and recordkeeping**
    - Both the coordinator and participant receive a copy of the payment request responses by email
    - Provides a clear record of what was submitted and when

Key Benefits:

- Improved accuracy and compliance
- Fewer delays and missed payments
- Better transparency and communication for all parties

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Email Message Sent to Participants

(in the language indicated in the FCCN Payment Request Form)

Subject: Action Required: Complete Step 2 to Receive Your FCCN Payment

Dear *NAME*,

A payment request of $*AMOUNT* has been submitted for you by your Network Coordinator, *NAME*. To receive this payment, you must submit **one of the following forms**:

Which form should I complete?

- **U.S. citizens and other U.S. persons (including resident aliens):** Submit the *WOU Substitute W-9 Form*.
- **Non-U.S. citizens or non-U.S. persons:** Submit the *IRS Form W-8BEN*.

When you complete and submit the required tax form, you're requesting payment, agreeing to follow the guidance on appropriate use of funds, and acknowledging that the payment may have tax implications.

Your goals were listed as: *GOAL/S LISTED IN PAYMENT FORM*

Guidance on appropriate use of funds:

- Payments can be used for anything that supports childcare providers, programs, and the children and families they serve. This includes both personal and business-related expenses.
- **The following items are not allowed and may not be purchased using payments:** Alcohol, tobacco products, Controlled substances (including illegal drugs), firearms or weapons.

Payments are issued by Western Oregon University (WOU) through a contract with the Division of Early Learning and Care which administers the Focused Child Care Networks.

Processing Time

Payments are processed **2–4 weeks** after all required forms are received.

Need Help?

Email: TRIPayments@wou.edu

Contact your Network Coordinator: NAME at EMAIL

Spark

Whether you're already participating in Spark or just exploring your options, visit OregonSpark.org to learn how you can access additional support and funding to help you reach your goals.