

CFCS-CCCAP ATTENDANCE SHEET REMINDERS

Updated August 13, 2014 (MB 14-04)

1. **Providers:** Attendance sheets are mailed out prior to the beginning of each month. For any reasons you do not have the agency attendance sheet, you may contact the agency immediately to obtain an attendance sheet or you may keep track the services on a substitute attendance sheet and submit for reimbursement. The substitute attendance sheet must contain the following: the service month and date of services, the beginning and ending time the child is being dropped off and pick up and full signature of the provider and the participant on the attendance sheet.
2. **Providers and Participant:** In order to meet the real-time requirement, **attendance sheets are not to be signed all at once**, either at the end of the month or at the beginning of the month. The times entered need to be **real times** of arrival and pickup, **not rounding off** to the times displayed at the top of the attendance sheet. Continual submission of attendance sheets that are incorrectly completed **may cause the provider and/or the participant to be terminated from the program.**
3. **Providers and Participant:** You must sign and date the bottom of the attendance sheet in black or blue ink at the end of the month. Remember that by signing this portion of the attendance sheet, you are verifying that the information above is true and correct. **Participants** and **Providers** should understand that they can be penalized for improper payments which are out of compliance with state regulations. Only **the enrolled participant** is to sign the bottom portion.
4. **Providers:** All attendance sheets are due to the office between the first (1st) through the fifth (5th) of every month by 4:30 p.m. Attendance sheets **received by the due date** will be processed immediately and checks will be mailed **on the 20th** of the month. Postmark dates are not considered in determining on-time receipt. **Attendance sheets submitted late will result in delayed reimbursement or non-reimbursement after thirty (30) days from the submission date printed on top of the attendance sheet.**
5. **Participant:** If a child is absent for any of the regular contracted days, please write the **exact reason** why the child was absent in the corresponding date under “Reason for Absence” column, signed off by parent. Please **specify the illness** if the child is sick. **“Ill” or “sick” is not acceptable.** If the child is absent for **five (5) or more days for an illness**, a doctor’s excuse/note must be submitted with the attendance sheet in order to be paid for those days. For **school suspensions**, a copy of the letter from the school must be submitted.
6. **Provider:** School-age children should be signed “in” when they enter care and signed “out” when they leave for school. They should be signed “in” when they return to day care from school and signed “out” when they leave care at the end of the day. For morning-only care, **only the four left-side columns** will be used. For afternoon-only care, **only the four right-side columns** will be used.
7. **Provider and Participant:** If attendance sheet not filled out correctly, the following procedure will be followed: **First**, you will receive a verbal warning. **Second**, a warning letter will be sent to parent and provider. **Third**, a meeting with the staff at the CFCS, Inc. CCCAPP office and a final written warning will be issued. An automatic termination of services will be issued for failure to attend the meeting per request. **Final**, a termination of services will be issued after the meeting and final written warning. **NO EXCEPTIONS.**
8. **Family Fee: Parents are to pay their family fee to their provider by the 1st of every month.** The family fee statement will be mailed to the parent and the provider one week before the fee is due. The family fee statement will show the correct date and dollar amount to be collected by the provider. **Once the provider has collected your family fee, the parent and provider MUST sign the family fee statement as a receipt and return it to the agency by the 5th of every month.** To all providers: if the parent fails to pay their family fee, **please contact the agency no later than the 5th of each month.** To all parents: if you fail to pay your provider your family fee or pay your fee late, your services may be terminated, as stated in your Parent/Provider Handbook. **EXAMPLE:** Your July family fee statement will be mailed out to you at the end of June. Therefore, your family fee for July is due to the agency on July 1st. The signed family fee receipt is due to our agency by the 5th of every month.
9. Please contact your provider payment specialist if you have any questions regarding the completion of this attendance sheet. Incomplete attendance sheets will be returned to you, and this may result in a delay of payment.