	Alternative Payment Programs Parent & Provider Policies & Procedures Handbook	Addendum:	2-2016	Effective Date:
		Update:		4/1/2016

ACCURATE COMPLETION OF ATTENDANCE RECORDS

Attendance records and daily attendance tracking is required by the California Department of Education in order for Children’s Resource & Referral (CRR) to reimburse child care providers.

For each child approved for subsidized services, CRR attendance records will be available online and can be accessed through the Care Portal website at (<https://careportal.mcttechnology.com>) or through the Care Portal Login link on the CRR’s website: (http://www.sbfcc.org/index.php/providers/alternative_payment_calworks_programs). Each attendance record is coded for a specific child and date range.

Monthly Attendance Records are available within the Provider Care Portal after the 24th of each month for the upcoming month. For all provider choosing not to use the Provider Care Portal the Attendance Records will be mailed after the 24th of each month for the upcoming month.

Alternative forms are not accepted for payment. Time in/out must be recorded on the Attendance Record provided by the CRR or through the Care Portal. Any transferring of information from an alternate document to the CRR Attendance Record will not be eligible for payment.

The example and instructions below outline how to accurately complete an attendance record. It is the responsibility of parent and provider to ensure that attendance records have been completed accurately and are submitted timely; failure to comply may result in delayed reimbursement, non-reimbursement, and/or the termination of a family’s child care services.

Parents and providers must ensure that monthly attendance records include the following information:

- The name of the child receiving services
- The specific dates that services were provided
- The exact time the child entered and the exact time the child left care for each day services were provided, recorded on a daily basis
- Signatures of both the provider and the parent at the end of each month, attesting under penalty of perjury that the information provided on the attendance record is accurate
- Specific reason and signature when a child does not attend on a scheduled day

If attendance records are not completed accurately and in accordance with the above requirements, CRR will issue a Claim Return Letter to the parent and/or provider.

If a third (3rd) Claim Return letter is issued within the same fiscal year, the parent or provider, as applicable will be required to attend a meeting with their Child Care Case Worker/ Provider Specialist to review the procedures for accurately completing attendance records. If a parent/provider fails to schedule and attend this meeting, a termination notice will be issued to the parent/provider. After the parent/provider has met with their Child Care Case Worker/ Provider Specialist, the next time attendance records are not completed accurately, a termination notice will be issued.

Attendance Record Instructions

Each Attendance Record is coded for each child and date range. Child care must be documented on the correct monthly Attendance Record provided by CRR. **Alternative forms will not be eligible for reimbursement.**

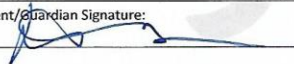

1. Attendance Records must be completed in blue or black ink.
 - Do not use pencils, gel pens, or markers.
 - Do not use white-out/correction fluid or correction tape. If the person completing the Attendance record corrects an error he/she made, the correction must be initialed.

2. "Time In" and "Time Out"
 - Attendance must be recorded on a daily basis as the child care occurs. **Actual times** must be recorded and **"a.m." or "p.m." must be specified.** (Ex: If the child arrives at "6:58 a.m." record time-in as "6:58 am" **do not round** to 7:00 am).
 - The actual times the child arrived into care and left care each day must be recorded
 - For school-age children who attend child care before and/or after school
 - The actual times the child left care to go to school and entered back in to care from school must be recorded. (This also applied to children attending transitional kindergarten, preschool, Head Start, etc.)

Date	Day	Time In (AM/PM)	Time Out (AM/PM)	Time In (AM/PM)	Time Out (AM/PM)
Jan 1	Fri	7:32 AM	8:04 AM	2:22 PM	5:03 PM
Jan 2	Sat				
Jan 3	Sun				
Jan 4	Mon	7:44 AM	8:10 AM	2:15 PM	5:32 PM
Jan 5	Tue	7:32 AM	8:07 AM	2:22 PM	5:32 PM

3. Absences: When a child does not attend child care on a **scheduled day**, the parent/guardian is required to write in the specific reason for the absence on the date of the absence. If the reason is missing the parent/provider will receive a Claim Return Letter. Payments will be delayed for all claims that have been returned for corrections.

4. Parent & Provider Self Certification: At the end of every month the parent and provider must sign the bottom of the attendance record declaring under penalty of perjury that the information is true and correct.

PARENT Self-Certification		PROVIDER Self-Certification	
As a parent, I declare under penalty of perjury that the information above is an accurate record of child care provided and that during this time period I was employed, or attending training/school, or other qualifying activity.		As the provider, I declare under penalty of perjury that the information above is true and correct, and that the child care as stated above was provided. I understand that I may be required to repay any overpayment.	
Parent/Guardian Signature: 	Date: 6/1/14	Provider Signature: 	Date: 6/1/14

5. Return the attendance record by 5:00 PM on the 5th working day of the month to: Children's Resource & Referral 705 E. Main St. Suite 103 Santa Maria, CA 93454

NON-REIMBURSABLE CHILD CARE

All or part of an attendance record will not be eligible for reimbursement when:

- Unauthorized child care services are used
- An original CRR issued attendance record is not received or the attendance record is submitted by fax or a copy is submitted, without an authorized reason
- Attendance records are received past the deadlines indicated on CRR's Reimbursement Schedule
- A variable child care schedule is authorized and missing times on the attendance record prevent CRR's ability to determine the hours of care used
- The provider has committed fraud regarding eligibility or child care services provided
- A provisional license-exempt child care provider does not receive TrustLine clearance within 30 days
Reimbursement and authorized child care services will end when:
 - A license-exempt child care provider has had his/her TrustLine clearance revoked and care did not end as directed o Reimbursement will end on the date of the TrustLine revocation notice.
 - A licensed child care provider has failed to report timely a change in address and the provider is not yet licensed at the new address or is not TrustLine cleared o Reimbursement will end immediately and the last day of authorized care will be the day CRR is notified of the change.
 - A child care provider's license is voluntarily surrendered or is revoked by Community Care Licensing o Reimbursement will end the day before the effective date of the revocation notice or the surrender date, as applicable.
- A child is terminated from child care by the provider
 - Reimbursement will end on the date the provider denies the child to continue attending.

PROVIDER REIMBURSEMENT

Reimbursement for child care services is made monthly and is issued directly to the child care provider, on behalf of the parent. Provider reimbursements are made through direct deposit or Wells Fargo Pay Card to ensure timely and secure reimbursements.