

All Information (Hours, Signatures, Absence Explanations, etc.) must be written in INK.

- Payments are made according to the date Child Care Attendance Forms are received by SFCS; please refer to the Child Care Attendance Form Payment Schedule for specific payment dates.
- Parents' (or any person authorized to take the child to/from the child care facility) **FULL** signatures (**IN INK**) are required for payment for each day that care is provided. Child Care Attendance Forms with missing signature, times, or dates will not be paid until corrected.
- Parent must sign his/her full signature and date (**IN INK**) at the end of the month certifying under penalty of perjury and the laws of California that the hours of attendance written on the Child Care Attendance Form are true and accurate.
- Provider must sign his/her full signature and date (**IN INK**) at the end of the month certifying under penalty of perjury and the laws of California that he/she provided the child care services as stated on the Child Care Attendance Form.
- Child Care Attendance Forms **MUST** be signed **DAILY** by the parent (and provider if applicable). Child Care Attendance Forms found obviously all signed at one time or not signed daily, will be grounds for termination from the program.
- Parents of non-school-age children must sign in and out in the space provided. School-age children, on school days, must be signed in when they enter the day care in the morning; signed out when they go to school; signed in when they return from school; and signed out when they leave the child care facility at the end of the day. If the child does not attend school during school days, then only sign in and out once on those days.
- If the child is absent on any of the regularly contracted days, please write the exact reason for the absence in the space provided below. Please remember to answer (Who?, What?, Why?, Where?, When? & With Whom?) If the child is absent four (4) or more consecutive days because of an illness (parent's or child's illness), a doctor's excuse must be submitted to the assigned Family Services Specialist (FSS) by the cut off based on the payment schedule, otherwise those days will be counted as unexcused. No payment will be made for unexcused absences that exceed the limit.
- If the provider expects to be paid for absences, the **in and out** times the child would have been in care must be written in for that day along with the applicable absence description: **Absent; NC** = No Charge (Provider not available to provide care); **DNO** = Day of Non Operation; **Please refer to the Program Handbook for details regarding absences.**
- If a school-age child is suspended or expelled from school and attends the child care facility during school hours, the parent must submit verification of the suspension/expulsion to the assigned FSS in order for SFCS to pay those extra hours of care.
- If a mistake is made, cross out or white out the error, then make the correction. **ALL corrected in & out times must be initialed by the parent and the provider before payment can be processed.**

IF YOU HAVE ANY QUESTIONS REGARDING THE COMPLETION OF THIS CHILD CARE ATTENDANCE FORM, CALL SFCS AT (707) 863-3950, OR (707) 642-5148.

Providers are responsible for submitting Child Care Attendance Forms, in order for payment to be issued. In the event that the state is late in sending SFCS its apportionment, SFCS may have to delay payment to providers. This happens very rarely; providers will be notified should such a delay occur.

NOTE: Please refer to your copy of the Subsidized Child Care Program Handbook for more information about our eligibility and payment policies.

PAYMENT SCHEDULE

- Correct & complete Child Care Attendance Forms received by Tuesday shall be processed, and payment shall be mailed on Friday of the following week.
- **Child Care Attendance Forms received after 5:00 p.m. will be date stamped as received the following business day. (Example: If you drop off a Child Care Attendance Form at 5:05 p.m. on Tuesday, it will be date stamped as received on Wednesday and you will have missed the cut-off.)**
- If Tuesday falls on a holiday observed by SFCS, the cut off will be the **prior** business day.
- If the payment date (Friday) falls on a holiday observed by SFCS, payment will be mailed the **next** business day.
- **Reminder:** All Child Care Attendance Forms for the fiscal year (July 1 through June 30) must be received by SFCS no later than August 20th of the following fiscal year in order for SFCS to issue payment. If these forms are not received in time, payment for the services provided will then be the responsibility of the parent.
- Incorrect/Incomplete Child Care Attendance Forms will be processed as though they were received on the date the corrections were made.

Date	Specific Reason For Absence in a Full Sentence (Answer these questions: Who? , What?, Why?, Where?, When? & With Whom?)	Parent's Full Signature
3/10/06	Baby Special went to visit grandparents in San Francisco	Mummy Special

Family Fee Statement (Do not include payments made for delinquent fees.)

This section must be completed by ALL Family Fee Paying Parents and their Providers (based on the child & provider for whom the Family Fee Notice has been issued). Otherwise, this form will be treated as incomplete and will not be paid.

This is to certify that on 3/28/06 I, Provider Special received/collected family fees in the amount of \$ 46.00 for March Month.

This is to certify that I, _____ did not receive/collect family fees for the month of _____ Month because (explain): _____

Provider Special
Provider's Signature

3/28/06
Date

Full-time family fee means six and more hours of care per day. Part-time family fee means less than six hours of care per day.

Note: If the parent did not pay his/her family fees **in full** for this month – but made a payment agreement with the provider – a copy of that payment agreement **MUST** be submitted with this form. Please keep in mind that while a payment agreement is in place, the parent **MUST** make those payments, in addition to their regular family fees **on a monthly basis**. Failure to do so will result in termination of child care services.