

# SOLANO FAMILY & CHILDREN'S SERVICES

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## Child Care Attendance Form (CCAF) Checklist

Dear Provider:

To help ensure that your child care reimbursements are issued to you in a timely manner, please use this checklist of reminders as you complete your CCAFs. Keep this list near your CCAFs for immediate reference.

### **For ALL Child Care Providers, make sure that:**

- The Parent or any representative of the parent dropping off or picking up the child is entering each child's in/out times **when they drop off or pick up the child.**
- The Provider is entering each child's out/in times (i.e. when the child leaves for school, then returns to the provider's care) – on a **daily** basis.
- AM/PM is specified for each time entered.
- The Parent and Provider have initialed ALL corrections made to in/out times, if any.
- The Provider has identified absences (if any) by entering "Absent" where the in/out times would normally go for that day.
- For Variable Schedules – "No Care" is entered on days when the parent does not need care for his/her certified activity.
- If the parent has a Family Fee, the Provider has completed, signed, and dated the Family Fee Statement on the back of the CCAF of the child who is in care the longest.
- The Parent and Provider have reviewed the CCAF, signed **their full signatures** and have dated the bottom of the CCAF **after the last day of child care for the month.**
- The Parent checks off any changes that may have occurred in that month on the back of the CCAF under **Family Change Declaration.** If there have been no changes, the Parent must check off the last box, sign and date that section.

### **For Licensed Child Care Providers, make sure that:**

- Days of Non-Operation (DNOs) are specified on the CCAF. (**\*NOTE: Your list of DNOs or changes to your DNOs must be submitted before the month in which the DNO took place, has ended.**)
- All other absences are specified on the day the absence took place (**If licensed providers expect reimbursement for these absences, this MUST be specified in their Business Practices on file with SFCS.**)
- The Provider has completed the Provider's Bill section on the back of each CCAF.

CCAF Checklist/11/14/CRC