

# SOLANO FAMILY & CHILDREN'S SERVICES

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## Child Care Attendance Forms and Monthly Payments (Guidelines)

In order for SFCS to process your Child Care Attendance Form (CCAF) and mail the child care payment in a timely manner; we will **strictly enforce** the following policies and procedures. Please keep in mind that the CCAF is the document that generates the payment to the child care provider, therefore its completeness and accuracy is extremely important.

### *Child Care Attendance Forms (CCAFs)*

Please review the information printed on the upper left hand corner of the CCAF and if you find any discrepancies, call and report them to your assigned Provider Services Specialist/Family Services Specialist. **DO NOT** change any information printed on the CCAF.

- a. Information printed on the CCAF (upper left-hand corner):
  - *Full name of the child enrolled in the program (the CCAF is generated for each child, per month, for a specific provider and therefore **MUST NOT** be used for any other child).*
  - *Child's date of birth and age*
  - *Program Code*
  - *Full name of the parent enrolled in the program*
  - *Parent's phone number*
  - *Name of the Family Services Specialist assigned to the Family*
  - *Child Care Provider's full name and address*
  - *Child Care Provider's telephone number*
  - *Child Care Provider's type of child care facility*
  - *Name of the Provider Services Specialist assigned to the Provider*
  - *CCAF number and barcode*
- b. A Statement printed on the Subsidized Child Care Attendance Form (in capital letters) states "THE MERE ACT OF RECEIVING THIS MONTHLY CHILD CARE ATTENDANCE FORM DOES NOT GUARANTEE PAYMENT FROM SOLANO FAMILY & CHILDREN'S SERVICES". In order for child care payment to be issued to the Child Care Provider for the month he/she is claiming, the provider must be in compliance with all applicable licensing/TrustLine/exempt child care regulations and the provider must have a valid Child Care Certificate with SFCS (for each child being claimed for payment).
- c. Please do not write any information in areas that state "For SFCS Use Only".
- d. All Information (Times, Signatures, Absence Explanations, etc.) **MUST** be legible and written in **ink – no pencil allowed**.
- e. If a mistake is made, cross out or white out the error, then make the correction. **ALL** corrections (except signatures and initials) must be **initialed** by the **parent** and **child care provider**.

### *Completing the CCAF:*

1. **Parent's Signature:** The child's parent (or any person authorized by the parent to take the child to and from the child care facility) **MUST** enter the time the child is dropped off at the day care facility and sign his/her **FULL SIGNATURE** in the first two columns of the form (under "Time In" and "Parent's Full Signature"). The same thing happens when the child is picked up at the end of the day – in the last two columns of the form (under "Time Out" and "Parent's Full Signature"). This needs to happen on each day that care is provided.

The middle section of the form is used when the child goes to school or when the child comes and goes from the day care facility more than once each day. **Please refer to the attached Sample CCAF as we have given you examples of how this form needs to be completed under different circumstances.**

On the last day of each month or at the end of the last day child care services were provided for that month, the parent **MUST** sign with a **FULL SIGNATURE** on the line that reads: "Parent's FULL Signature:" (about  $\frac{3}{4}$  of the way down the form. **The child's parent who signed the application for services on file at SFCS is the only person authorized to sign in this space.** Next to that Signature, the parent **MUST** also write in the date he/she signed the form, in the space provided. If the parent's full signature is missing, or if the form was signed **BEFORE** the last day of care provided in that month, the CCAF will be considered incomplete and not payable.

2. **Provider's Initials & Signature:** Child care providers who care for school-age children **MUST** enter the times when he/she drops off or picks up the child at school and must initial in/out in the spaces provided in the center of the CCAF (under the section that reads: "FOR CHILDREN WHO GO TO SCHOOL OR HAVE A SPLIT SCHEDULE"). This needs to happen on each day that care is provided (during school days). **Please refer to the attached Sample CCAF as we have given you examples of how this form needs to be completed under different circumstances.**

On the last day of each month or at the end of the last day child care services were provided for that month, the provider **MUST** sign with a **FULL SIGNATURE** on the line that reads: "Provider's FULL Signature:" (about  $\frac{3}{4}$  of the way down the form. Next to that Signature, the provider **MUST** also write in the date he/she signed the form, in the space provided. If the provider's full signature is missing, or if the form was signed **BEFORE** the last day of care provided in that month, the CCAF will be considered incomplete and not payable.

**Child Care Payments:**

**1. Cut-Off Day to Receive CCAFs:**

**Correct and Complete** CCAFs received by SFCS before 5:00 p.m. on Tuesday will be processed, and the checks will be mailed on Friday of the following week.

Below is an example of the payment schedule:

**September 2006**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Correct & complete CCAFs received by September 5 will be processed, and the checks will be mailed on September 15.

Correct & complete CCAFs received between September 6 & September 12 will be processed, and the checks will be mailed on September 22.

**Please Note:** The cut-off date **will not be extended** when SFCS-observed holidays fall on Tuesdays. If an SFCS-observed holiday falls on a Friday, payment will be mailed the **next** business day. For specific payment dates, please refer to the Child Care Attendance Form Payment Schedule. Regardless of when CCAFs are received by SFCS, they are not payable until the month after the services are provided.

**Reminder:** SFCS operates on a fiscal year calendar, which runs from July 1 through June 30. CCAFs for each fiscal year **must** be received by SFCS no later than August 20 of the following fiscal year in order for SFCS to issue payment. If these forms are not received by SFCS in time, payment for the services provided will then be the responsibility of the parent.

**2. Incorrect or Incomplete CCAFs:**

It is the responsibility of **both** the parent and the provider to make sure the CCAF is **correct** and **complete** **BEFORE** submitting it to SFCS. **Effective September 1, 2006, any incorrect or incomplete CCAFs will not be processed for payment – not even a partial payment.** Instead, these CCAFs will be mailed back to the provider for correction, and the provider will need to re-submit the forms after the corrections are made. When we receive corrected forms, they will be re-date-stamped and treated as originally received on that date, thus probably changing the pay-date.

NOTE: When times and signatures are written on the WRONG month's CCAF (i.e. you use the August 2006 form to document the July 2006 attendance), the form will be considered incomplete and not payable.

**3. Daily Sign-In/Out Requirements**

State regulations require that subsidized children in care be signed in and out of the child care facility on a **DAILY** basis – with the child's **actual times of attendance**. This means that parents and providers must sign each child in and out every time the child enters or leaves the provider's care, and that the time entered onto the CCAF is the **actual** time. So, if the child enters care at 8:05 in the morning, 8:05 a.m. is what the parent or provider must write as the time **in**. It is not acceptable to write 8:00 a.m. in this case. **Parents or providers who fill out the CCAF all at once (usually at the end of the month before submitting the CCAFs) may be terminated from the program for not following state regulations.**

**Reminder:** When the child will no longer be attending the facility, make sure that the parent signs the bottom of the form (in the designated space) on the last day of care.

**4. To all parents paying family fees:**

The provider **MUST** complete the Family Fee Statement on the back of the CCAF in order for the form to be considered complete. If the Family Fee Statement is not complete, the CCAF will be considered incomplete and not payable.

**For more information** on how to complete the CCAF, please call your assigned worker. Parents can call their Family Services Specialist; Child Care Providers can call their assigned Provider Services Specialist.