



Late Submittal of Attendance Records

The final deadline for receipt of attendance records is the last day of the month following the month of care. If attendance records are submitted after the deadline, the provider’s right to reimbursement is forfeited; **the attendance records will NOT be paid and will be returned to the provider.** Please ensure your attendance records are submitted to CDA prior to the final deadline so that you may receive payment.

The final deadline dates for each month of care are listed below. Please note that these are the **final** deadline dates that attendance records can be accepted for reimbursement. The on-time due date for attendance records remains the 10th calendar day following the month of care.

As stated on CDA’s Reimbursement Schedule, the final deadline for receipt of attendance records is the last day of the month following the month of care.

Month of Care	Final Deadline
January	February 28
February	March 31
March	April 30
April	May 31
May	June 30
June	5 th business day of July *
July	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31

* Due to the close of the fiscal year, the final deadline for receipt of attendance records for the month of June is the 5th business day of July

NOTE: This policy does not apply to San Diego County and City funded vouchers. Timelines for submission have been published separately.

If you have any questions regarding this notice or CDA’s Reimbursement Schedule, please contact Provider Services at 619-427-4411, ext 1600.

Thank you,
Child Development Associates