


1. Only Use CDA Attendance Record

CDA will not accept alternate Attendance Records. If an alternate record is received it will be returned to the provider and **NO REIMBURSEMENT WILL BE ISSUED**.


2. Write In Actual Times

The parent, provider or the authorized person dropping the child off or picking the child up must record the actual times in and out daily on CDA's Attendance Record. **Do not write in certified hours if the child does not attend.** You must leave blank and write a reason for absence if the child is not present.

CHILD DEVELOPMENT ASSOCIATES, INC.



Provider Name:	ANNA LOPEZ	Month/Year:	January/2022
Child Name:	JAMES PARKER	Child DOB, Age:	12/21/2017, 3 - 5
Parent Name:	BEN PARKER	Case Manager:	Charlene Molina



12345

12345

JANUARY 2022

JAMES PARKER

ATTENDANCE MUST BE COMPLETED DAILY

Date	Day	Time In (AM/PM)	Time Out (AM/PM)	Time In (AM/PM)	Time Out (AM/PM)	Comments
Jan 1	Mon					<i>closed - holiday</i>
Jan 2	Tue	7:02 AM			4:26 PM	
Jan 3	Wed	6:58 AM			4:29 PM	

Date	Day	Time In (AM/PM)	Time Out (AM/PM)	Time In (AM/PM)	Time Out (AM/PM)	Comments
Jan 16	Tue					<i>WITH GRANDMA</i>
Jan 17	Wed	7:00 AM	8:11 AM	2:08 PM	4:27 PM	
Jan 18	Thu	6:58 AM	8:08 AM	2:07 PM	4:35 PM	

Each Attendance Record is coded for a specific month and child. Child care must be documented on the correct Attendance Record.

3. Check for Family Fees

Family Fees are noted on the Certificate for Child Care Services and will be listed on the Attendance Record in **Section I. Family Fee Certification & Receipt**.

I. Family Fee Certification & Receipt		
PART TIME MONTHLY FEE: \$56.00	FULL TIME MONTHLY FEE: \$0.00	
PROVIDER: Enter amount of family fees and the date paid to you for the current month only (enter "0" if the family does not have a family fee OR if family fees were not paid):	Amount: \$ <u>56.00</u>	Date Paid: <u>1/2/22</u>

If applicable, the provider must complete this section by entering the amount of family fees paid by the parent for the current month and **the date the fees were paid**. If the family does not have a family fee or current fees were not paid, "0" should be entered in this section.

NOTE: Family fees are temporarily waived until 7/1/22 and the provider should indicate zero "0" if the Attendance Record indicates a fee.



4. Bill/Invoice Based on Your Rate Sheet on File with CDA

The provider MUST bill/invoice on CDA's Attendance Record. The provider needs to bill/invoice CDA based on his/her rate sheet on file with CDA. **If the invoice/bill amount is not listed, NO REIMBURSEMENT WILL BE ISSUED.**

- Do not deduct family fees or co-payments from your invoiced amounts.
- If you bill monthly, enter the monthly invoiced amount only.
- If you bill weekly, enter the weekly invoiced amount for each week.

II. Provider Billing/Invoicing					
PROVIDER: Enter total amount billed for the current month only (do not deduct family fees): \$ _____	MONTHLY	OR	WEEKLY		
	1) \$ <u>180.00</u>		3) \$ <u>100.00</u>	5) \$ <u>100.00</u>	
	2) \$ <u>100.00</u>		4) \$ <u>100.00</u>	6) \$ _____	

5. Submit on Time!

The final deadline for Attendance Records to be submitted is the last day of the month following the month of care. If the Attendance Records are submitted after the deadline, the provider's right to reimbursement is forfeited; **the Attendance Records may not be paid and may 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.

6. When in Doubt, Review the Program Guidelines

As participants on CDA's Alternative Payment Program, parents and providers are responsible for reading and abiding by the **Program Guidelines**.

To view the Program Guidelines, visit the Resource Center of CDA's website at cdasd.org/providers/ap-program/resource-center

If you would like a hard copy of the Program Guidelines or have any questions please contact your Provider Specialist.

Attendance Record Monthly Deadline

Month of Care	Final Deadline
January	February 28
February	March 31
March	April 30
April	May 31
May	June 30
June	5th 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.*

Questions?
(619) 427-4411