


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.** Do not use white-out or correction fluid or correction tape. You must leave blank and write a reason for absence if the child is not present.

CDA	CHILD DEVELOPMENT ASSOCIATES, INC.				
			1234567		
	Provider Name:	BUTTERFLY EXAMPLE (98765)	Month/Year:	January/2022	
	Child Name:	JIM ERECKSON	Child DOB, Age:	08/08/2008, 9 - 4	
	Parent Name:	JANE RICHARDS (1234)	Case Manager:	Malin Tam	
JANUARY 2022					JIM ERECKSON

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.

4. Signatures

At the end of each care month, both the parent and provider must sign and date the bottom of the Attendance Record using ink.



5. 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) \$ _____	

Prorating

If a day of child care cannot be reimbursed, the RMRC applied to a child's schedule may be prorated based on the number of days the child was authorized to use that week/month.

When Prorating Will Be Applied

- When child care begins or ends in the middle of a week/month
- Provider closure days in excess of ten (10)
- Absences, holidays, closure dates when the provider does not have contractual terms on file with CDA stating they require payment for such days
- When a child is suspended from child care by the provider
- When child care schedules are reauthorized due to change in authorized care
- A midweek/mid-month birth date that changes the RMRC age category being applied to a child

How Prorating Is Applied

- First, the assigned RMRC is divided by the number of days the child was authorized to use that week/month, to determine an adjusted daily amount.
- Next, the adjusted daily amount is multiplied by the number of actual days of care eligible for reimbursement, resulting in an adjusted maximum reimbursement amount.
- The adjusted maximum reimbursement amount is then compared to the provider's invoiced amount, and the lesser of the two (2) will be the provider's reimbursement amount.

6. How to Submit

Providers may submit attendance records digitally via Care Connect Provider (<https://careconnect.carecloud.io>) or mailed/dropped off at one of our office locations.

7. Submit on Time!

Due to the closing of the fiscal year every June 30th, the due date to submit all attendance records for the fiscal year is August 31st to ensure timely reimbursement.

8. When in Doubt, Review our Program Guidelines

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



For a digital copy of the Program Guidelines, scan the QR code. For a hard copy or if you have questions, contact your Provider Specialist at **(619) 427-4411**.

