

### **Training**

Learning to Complete Attendance Sheets Correctly

#### Introduction

- What is an Attendance Sheet?
  - Documentation required by the California Department of Education and City of Santa Monica that providers submit for payment.
  - It represents who is responsible for the child.
  - It is a legal record for the parent, provider,
     Connections For Children, and the funders.
  - It is not an invoice or Provider Payment
     Request (PPR) Stage 1

#### Introduction cont.

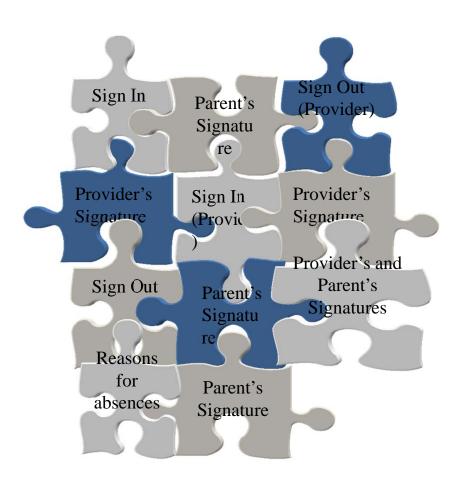
- What are you going to learn in this training?
  - How to properly complete an attendance sheet without any errors.
  - How to avoid most common errors

#### **Agenda**

- How to complete an attendance sheet
  - What is a complete and accurate attendance sheet?
    - Signatures (Parent's/Provider's)
    - Time In and Out
    - Reporting absences
    - Ink Pens Only
    - Original Attendance Sheet
- Most Common Errors
- Questions and Answers

#### **Overview**

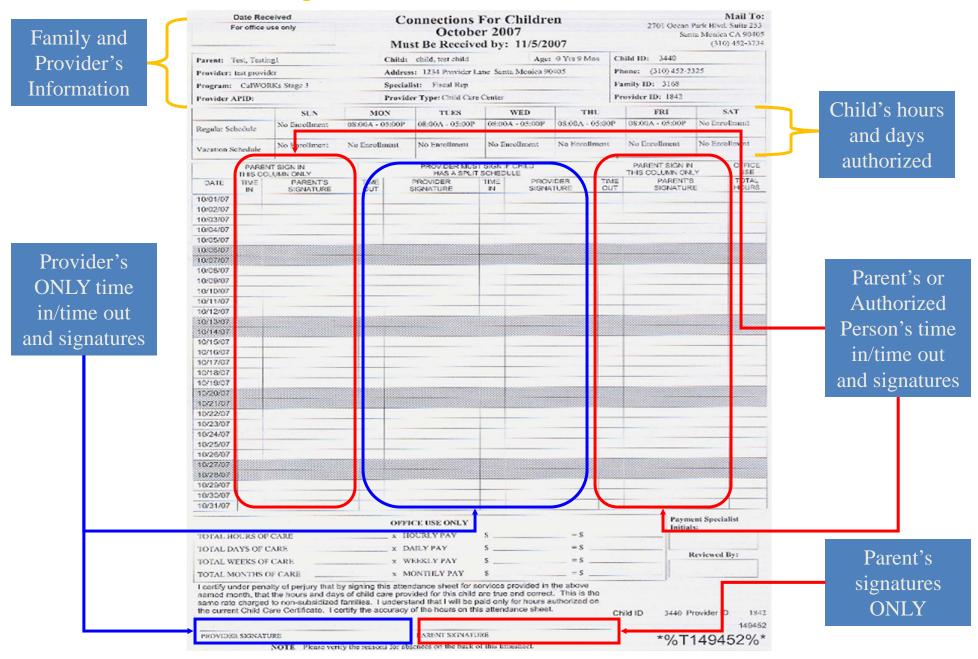
- We want all providers to get paid for service they provide.
- We need attendance sheets to be completed correctly.



# How to Complete an Attendance Sheet

- Parent's Signatures
- Provider's Signatures
- Time In and Time Out
- Absences
- Use an Ink Pen Only
- Original Attendance Sheet

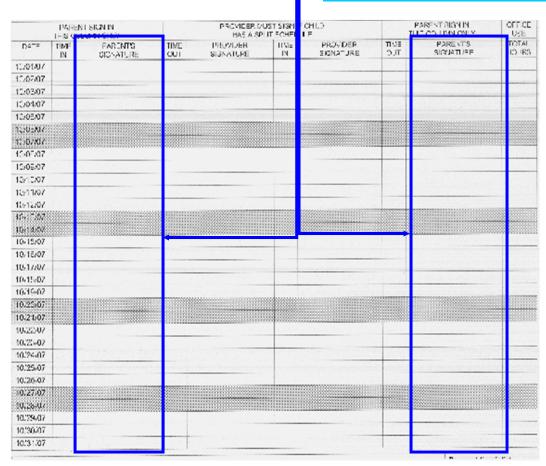
#### Sample Attendance Sheet



## Parent's Signature

Parent's or Authorized Person Signatures

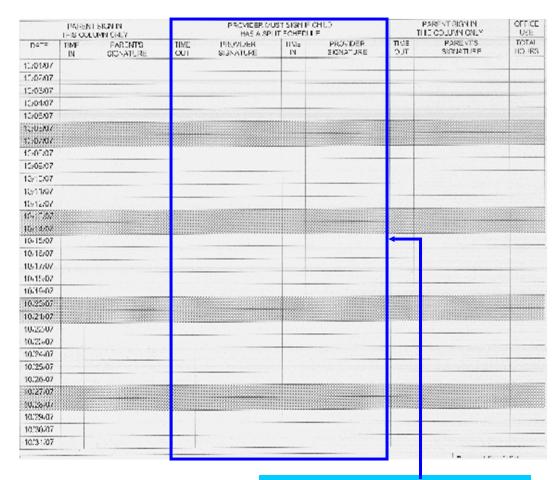
- First & last name or legal signature on every line
- Sign in & out exact times on every line
- All parent's signatures need to match
- No Initials will be accepted
- Authorized person may sign in and out child if they are registered with CFC.



#### Parent's Signatures ONLY

named month, that the hours and days of same rate charged to non-subsidized fan	igning this attendance sheet for services provided in the above if child care provided for this child are true and correct. This is the hilles. I understand that I will be paid only for hours authorized on y the accuracy of the hours on this attendance sheet.	Child ID	3440 Provider ID	1842
				149452
PROVIDER SIGNATURE  NOTE Please verify 0	PARENT SIGNATURE the reasons for absences on the back of this timesbeet.		*%T149452	2%*

#### **Provider's Signatures**



- •First & last name or legal signature on every line
- Sign in & out exact times on every line
- All provider's signatures need to match
- No Initials will be accepted

#### Provider's Signatures ONLY

I cortify under penalty of perjury that by signing this attendance sheet for services provided in the above named month, that the hours and days of child care provided for this child are true and correct. This is the same rate charged to non-subsidized families. I understand that I will be paid only for hours authorized on the current Child Care Conflicate. I certify the accuracy of the hours on this attendance sheet.

PROVIDER SIGNATURE

PARENT SIGNATURE

\*%T149452%\*

# Four Scenarios for Provider's Signatures

- If you don't pick-up or drop off child
- If you drop off the child
- If you pick-up the child
- If you pick-up and drop off the child

# If you don't pick-up or drop off the child

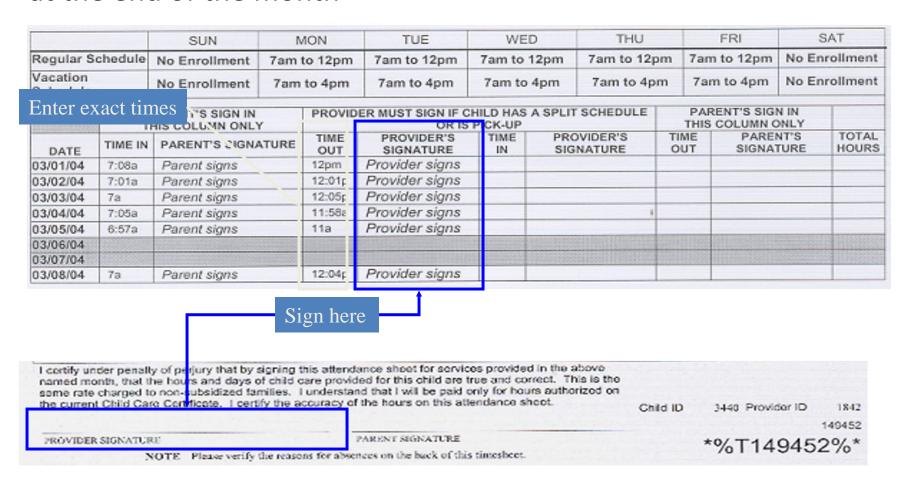
•Sign at the bottom of the attendance sheet at the end of the month.

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03/03/04	7:55a	Parent signs							4:05p	Parent signs		8
03/04/04	8:01a	Parent signs							4:02p	Parent signs		8
03/05/04	8a	Parent signs							4:05p	Parent signs		8
03/05/04												
03/07/04	CONTRACTOR	Parent signs					111111111111111111111111111111111111111	TITLING CONTRACTOR	4:05p	Parent signs		8
03/08/04	The second second	Parent signs		7					3:58p	Parent signs		8



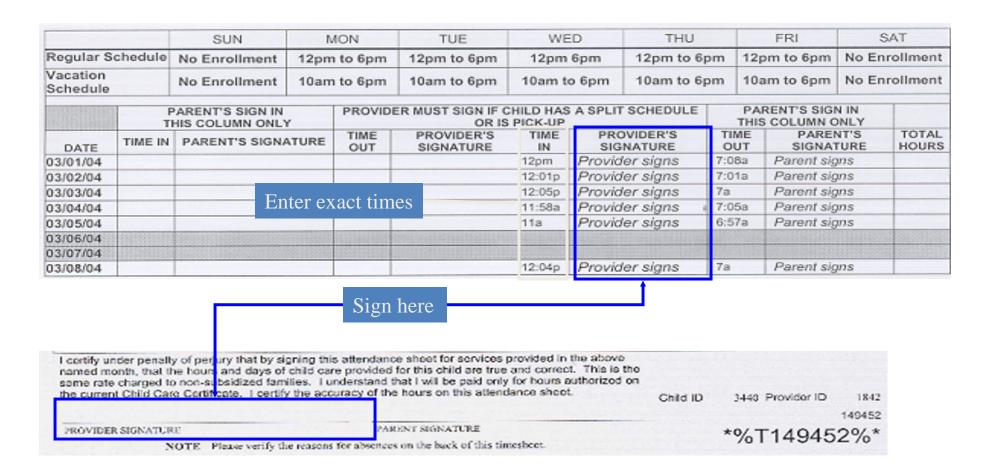
#### If you only drop off the child

- Sign your first and last name on each line
- Enter the exact time you drop off the child
- Sign on the provider line at the bottom of the attendance sheet at the end of the month



### If you only pick-up the child

- Sign your first and last name on each line
- Enter the exact time you pick-up the child
- Sign on the provider line at the bottom of the attendance sheet at the end of the month



#### If you pick-up & drop off the child

- Sign your first and last name on each line (provider signs twice/day)
- Enter the exact times you drop off and pick-up the child
- Sign on the provider line at the bottom of the attendance sheet at the end of the month

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#### Enter exact times & sign here

I cortify under penalty of perjury that by signing this attendance sheet for services provided in the above named month, that the hours and days of child care provided for this child are true and correct. This is the same rate charged to non-subsidized families. I understand that I will be paid only for hours authorized on the current Child Care Cortificate. I certify the accuracy of the hours on this attendance sheet.

PARENT SIGNATURE

PARENT SIGNATURE

\*%T149452%\*

#### **Time In and Time Out**

Parent or Authorized person ONLY Time
In & Time Out

Exact Time

Time by the minute

Examples:8:01am, 4:36pm,12:08pm, 9:39am

- Under no circumstances round off times, use exact times only (see above for examples of correct times)
- When ever you sign in or out the child, you need to use exact times (parent/provider)

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Provider ONLY Time In & Time Out

#### **Reporting Absences**

- Parents are required to report ALL absences on the back of the attendance sheet.
- If a child is absent for 3 consecutive days the parent and the provider are required to report it to their program/provider specialist.

### Reporting Absences cont.

- Date
- Reason
- Parent's Signature

SNATURE	ss) 5	REASON (if sick, name illi	DATE
re			
S			

#### Use an ink pen ONLY

- Pencil and white out are <u>NOT ACCEPTED</u>.
- If you need to make a correction, please <u>put a</u> <u>line through the incorrect information, initial it,</u> and write in the correct information.

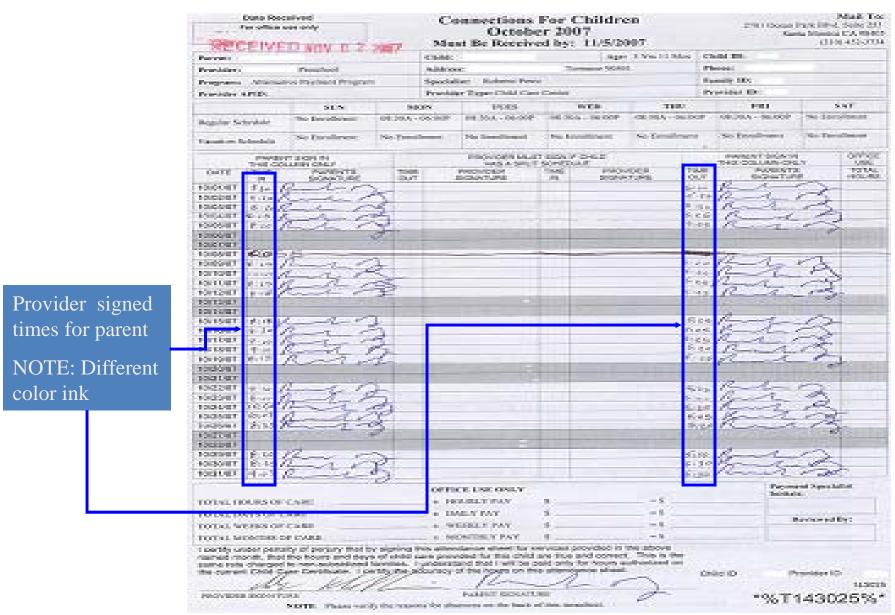
#### **Original Attendance Sheet**

- NO copies
- NO Faxes
- ONLY Connections For Children Attendance Sheets

#### **Most Common Errors**

- Provider signing in times for parent or vice versa
- Missing signatures
- Rounding off times
- Not reporting absences correctly

# Provider Signing In Time For Parent or Vice Versa



## **Missing Signatures**

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### **Not Reporting Absences Correctly**

#### FORM FOR VERIFICATION OF ABSENCES

DEATE.	REASON (if sick, name illness)	SIGNATURE
Oct. Nel7	out with broken feet	
		IV.
		NUMBER OF STREET
		THESE.

Missing Parent's Signature

#### INSTRUCTIONS.

- 1. The accuracy and completeness of this form is assertial for payment.
- All absences are to be recorded above. The reason for the absence must be specific. Signature
  of parent is necessary for verification.
- At the end of the month you may bring timesheet to our office or small it to the address below.
   If you small it we reconstructed that you make a copy to protect yourself against delay or loss in the mail.
- 4. Timoshee: is due at CFC by 5.00 pm on or before the due day after the first day of the month. See your yearly calendar of payments for any questions about timesheet due day and payment day. Late timesheets will count delay in your payment until the following pay period. If you have any questions plaine call as.
- 5. Use an ink year only (pencil and white out will not be accepted).
- Tiese in/Time set reced to be enter with the exact time child is drooped off or picked off. Rounding off will not be accepted.
- Tirresheet need to be recorded on a daily hasis. No arrows running down the page will be accepted.
- Passes and provider must use a full signature when signing timesheets. Initials or abbreviations will not be accepted. Daily signatures and the signatures at the bottom of the form must succh in both locations.

#### CONNECTIONS FOR CHILDREN

2701 OCEAN PARK BEND STE 253 SANTA MONDCA, CA. 90405

PHONE: (310) 452-3734 • FAX: (310) 452-3984

#### Where to Get More Information

- Contact Payments Department
  - -(310)452-3325
- California Department of Education Child Development Division
  - 1430 N. StreetSacramento, CA 95814