

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 19, 2006

What's Inside:

Attendance Sheet
Reminder for
Child Care

MEMORANDUM

TO: ALL REGIONAL AND COUNTY FSD AND CD OFFICES

FROM: PAULA NEESE, INTERIM DIRECTOR
CHILDREN'S DIVISION
JANEL R. LUCK, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: CHILD CARE ATTENDANCE SHEETS

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

DISCUSSION:

The purpose of this memorandum is to remind staff about the use of child care attendance sheets for child care assistance. All contracted and registered child care providers who receive state reimbursement are **required** to keep daily sign in and out sheets for each child they are claiming for payment. In addition, parents must sign or initial attendance daily and sign the form at the end of the month. These records are used to verify care was provided and payment is appropriate.

The CS-109 and IM-65B forms are available for providers to use for keeping daily attendance. Make these forms available to providers upon request. Providers may also choose to use their own attendance sheet as long as the information is the same as required on the CS-109 or IM-65B.

Registered providers are required to submit the attendance sheets with their invoices for payment to be made. Licensed, contracted providers are required to submit attendance sheets with their invoices at the discretion of the county office or the Child Care Provider Relations Unit. In addition, copies of these attendance sheets must be kept by both registered and licensed providers for five years; even after the child leaves care.

Failure to keep attendance records is a violation of the provider agreement or contract. When contacted by child care providers, instruct them on the requirements of maintaining accurate attendance records. Also notify providers that failure to maintain and/or provide appropriate records may result in termination of provider status

(contracted or registered); reduction or delay in payment; or, repayment of any funds that cannot be verified by attendance records. It is important that providers understand the requirements of the program and what is necessary to be in good standing with DSS.

Any questions regarding this reminder should be forwarded through normal supervisory channels.

NECESSARY ACTION: 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
PDS CONTACT: Lori Davis (573) 526-9587 Lori.A.Davis@dss.mo.gov	PROGRAM MANAGER: Becky Houf (573) 751-6793 Becky.L.Houf@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: N/A	
FORMS AND INSTRUCTIONS: N/A	
REFERENCE DOCUMENTS and RESOURCES: Child care contracts and registration forms	
RELATED STATUTE: N/A	
ADMINISTRATIVE RULE: N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	
PROGRAM IMPROVEMENT PLAN (PIP): N/A	
SACWIS REQUIREMENTS: N/A	

PN/JRL/LD