

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 24, 2008

What's Inside:

**New Child
Attendance
Record by Family
Unit Form**

MEMORANDUM

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: JAMES C. HARRISON, ACTING DIRECTOR, CHILDREN'S DIVISION
JANEL R. LUCK, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: **NEW CHILD ATTENDANCE RECORD BY FAMILY UNIT**

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

The purpose of this memorandum is to introduce the new Child Attendance Record by Family Unit, form CS-109 (5/08). This form combines and replaces the FSD form IM65B and all previous versions of the CD form CS 109. Additionally, this form adds separate "time in" and "time out" sections for school age children who attend child care before and after school. The FSD and CD forms were combined to simplify attendance documentation and record keeping processes for child care providers.

The documentation and record keeping standards are the same for CD and FSD children that receive subsidy Child Care payments. All child care providers that accept CD and/or FSD eligible children agree to maintain adequate, legible, genuine, current and complete records of services rendered under the terms of the contract or registration agreement. The contract/registration agreement states that a document which certifies attendance for each day a claim is made must contain, at minimum, the following information:

- Name of each child for whom reimbursement is requested.
- The date(s) the child was in attendance and the time of arrival and departure.
- The original signature of the parent or adult designee certifying the attendance of the child. Current policy requires the parent or adult designee to initial each day of care and sign the attendance record monthly, at minimum.

The contract/registration agreement also states the forms CS-109 and IM65B **may be** used as the certification document. This form was designed to assist child care providers in meeting record keeping requirements and **may be** used as the attendance certification document. **This form is not mandatory.** Child care providers may use another means to document and certify attendance for CD and FSD children, as long as the minimum requirements set forth by the contract or registration agreement, as listed above, are met.

Form CS-109(5/08) is available on the intranet at <http://www.dss.mo.gov/cd/info/forms/index.htm> or on the internet at <http://www.dss.mo.gov/cd/info/forms/index.htm>. This form should be made available to any child care provider upon request.

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:

Lora Brown
573-526-9587
Lora.K.Brown@dss.mo.gov

PROGRAM MANAGER:

Alicia Jenkins
573-751-6793
Alicia.Jenkins@dss.mo.gov

CHILD CARE MANUAL REVISIONS

[1225.035.15](#) ATTENDANCE RECORD

FORMS AND INSTRUCTIONS

[CS-109 \(5/08\)](#)

REFERENCE DOCUMENTS and RESOURCES

N/A

RELATED STATUTE

N/A

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS

Parental Resilience – N/A
Social Connections – N/A
Knowledge of Parenting and Child Development – N/A
Concrete Support in Times of Need – YES
Social and Emotional Competence of Children – N/A

FACES REQUIREMENTS

N/A