



Orange County Department of Education
Business Services

FAMILY SUPPORT SERVICES

Tel. (714) 708-3860 ▪ Fax (714) 708-2916

Mailing Address

Family Support Services
P.O. Box 9050
Costa Mesa, CA 92628-9050

PROVIDER ATTENDANCE SHEET POLICIES AND PROCEDURES

The Orange County Department of Education Family Support Services (OCDE FSS) attendance sheet is a legally binding document signed by parent and provider under penalty of perjury. Attendance sheets received from child care providers must be reviewed in detail to ensure accuracy based on guidelines established by the California Department of Social Services, Child Care and Development Division (CDSS CCDD).

Initial

I understand in order to receive reimbursement for child care services, each attendance sheet must be **completed daily** in blue or black ink pen with the **actual** time in and time out of the child. **(Rounding or blocking of time is not permitted)**

I understand if a child leaves child care and returns in the same day (split day) the child care provider or authorized adult must complete the **actual time** (exact minute) the child leaves from and returns to child care. (Applicable when the child is approved for before and/or after school care.)

I understand that an attendance sheet may be invalid based on any of the following reasons: use of whiteout, sheet is not completed in blue or black ink pen, and/or daily information is not completed as the child care occurs.

I understand that attendance sheet may be considered incomplete based on any of the following: missing time in or time out, missing/incomplete reason for absence, date and/or signature missing at bottom of attendance sheet.

I understand that submitting invalid or incomplete attendance sheet to OCDE FSS may result in possible delay of reimbursement or non-payment for child care services

I understand that the parent will be responsible for payment to provider, if for any reason OCDE cannot reimburse the provider for services.

I understand that OCDE FSS will not re-send attendance sheets for past months. I must ensure that I have attendance sheets ready for the upcoming month and make a request for any sheets not received in advance.

I understand that attendance sheets are due by the 3rd working day of the following month and that attendance sheets received after 30 calendar days may be subject to non-payment.

I understand attendance sheets that are original, accurate, complete, and received on time will be paid within 22 working days from date received by OCDE FSS.

I understand that I may drop off attendance sheet(s) to the office of OCDE FSS or send attendance sheet(s) by U.S. Mail to the P.O. Box address listed above.

I understand that each month, I must review the entire attendance sheet after the last day of child care and complete signatures/dates at bottom of the attendance sheet.

I agree that I have read and understand the above OCDE FSS attendance sheet policies and procedures. I understand that failure to follow these policies and procedures may result in non-payment of child care services and/or termination of my contractual agreement for child care services with OCDE FSS.

Print Full Name of Authorized Signer

Doing Business As

Authorized Signature

Date