

The Resource Connection

Engaging Families - Empowering Communities - Enriching Lives

8085 Highway 26, Suite G, Mokelumne Hill, CA 95245 - (877) 944 - 9911

Initial: _____

Review: _____

Final: _____

ALTERNATIVE PAYMENT PROGRAM CHILD CARE ATTENDANCE FORM

| | |
|----------------------------|--------------------------------------|
| PRINT PROVIDER'S FULL NAME | PRINT CHILD'S FULL NAME |
| PROVIDER'S MAILING ADDRESS | PRINT PARENT'S FULL NAME |
| | PARENT'S MAILING ADDRESS |
| PROVIDER'S PHONE NUMBER | PARENT'S PHONE NUMBER FOR MONTH/YEAR |
| PROVIDER'S EMAIL ADDRESS | PARENT'S EMAIL ADDRESS |

| DATE | ACTUAL TIME IN | | SPLIT SCHEDULE | | ACTUAL TIME OUT | ABSENCE CODE PC/NC/A | HOURS USED | OFFICE USE ONLY |
|------|----------------|----|----------------|----|-----------------|----------------------|------------|-----------------|
| | AM | PM | OUT | IN | | | | |
| 1 | AM | PM | AM | PM | AM | PM | | 1 |
| 2 | AM | PM | AM | PM | AM | PM | | 2 |
| 3 | AM | PM | AM | PM | AM | PM | | 3 |
| 4 | AM | PM | AM | PM | AM | PM | | 4 |
| 5 | AM | PM | AM | PM | AM | PM | | 5 |
| 6 | AM | PM | AM | PM | AM | PM | | 6 |
| 7 | AM | PM | AM | PM | AM | PM | | 7 |
| 8 | AM | PM | AM | PM | AM | PM | | 8 |
| 9 | AM | PM | AM | PM | AM | PM | | 9 |
| 10 | AM | PM | AM | PM | AM | PM | | 10 |
| 11 | AM | PM | AM | PM | AM | PM | | 11 |
| 12 | AM | PM | AM | PM | AM | PM | | 12 |
| 13 | AM | PM | AM | PM | AM | PM | | 13 |
| 14 | AM | PM | AM | PM | AM | PM | | 14 |
| 15 | AM | PM | AM | PM | AM | PM | | 15 |
| 16 | AM | PM | AM | PM | AM | PM | | 16 |
| 17 | AM | PM | AM | PM | AM | PM | | 17 |
| 18 | AM | PM | AM | PM | AM | PM | | 18 |
| 19 | AM | PM | AM | PM | AM | PM | | 19 |
| 20 | AM | PM | AM | PM | AM | PM | | 20 |
| 21 | AM | PM | AM | PM | AM | PM | | 21 |
| 22 | AM | PM | AM | PM | AM | PM | | 22 |
| 23 | AM | PM | AM | PM | AM | PM | | 23 |
| 24 | AM | PM | AM | PM | AM | PM | | 24 |
| 25 | AM | PM | AM | PM | AM | PM | | 25 |
| 26 | AM | PM | AM | PM | AM | PM | | 26 |
| 27 | AM | PM | AM | PM | AM | PM | | 27 |
| 28 | AM | PM | AM | PM | AM | PM | | 28 |
| 29 | AM | PM | AM | PM | AM | PM | | 29 |
| 30 | AM | PM | AM | PM | AM | PM | | 30 |
| 31 | AM | PM | AM | PM | AM | PM | | 31 |

TOTAL:

I. Attendance Form Policies and Procedures

Reimbursement may not be released until a correct and completed Attendance Form is received.

1. Fill out one Attendance Form per child.
2. Parents must fill the time in and the time out daily with exact actual times (**no rounding off**).
3. **OTHER REASON CODES** - Each day the child does not use care as scheduled, enter one of the codes listed below in the "Code Column" box on the calendar side.

| | | |
|--|----------------------|--|
| PC | Paid Closure Day | Provider was closed or unavailable to provide care for all or part of a schedule day of care. Providers are limited to 10 paid closure days per fiscal year (July 1 st - June 30 th) |
| NC | Non-Paid Closure Day | Provider was closed or unavailable to provide care for all or part of a schedule day of care and provider does not want to be paid for closure day. |
| A | Absent | Illness of child, parent/guardian, or sibling, appointment of child, or parent/guardian (doctor, dentist, mental health, social services, welfare, education, special education services, counseling or therapy), court ordered visitation for time spent with a parent or relative, family emergency for unplanned situations (court appearance, death, accident, hospitalization of a family member, no transportation). |
| Excessive absences or abandonment of care (no show or contact) may be cause for a family to be disenrolled from the program. | | |

4. The provider must indicate below in the Provider Billing section the total amount of Family Fees that were collected for the month of care.
 - The Family Fee is paid directly to the provider
5. Providers: Please remember to contact The Resource Connection when a child has been absent for seven (7) or more consecutive days.
6. The parent is financially liable for any unauthorized use of care.
7. Both the parent and provider must sign the acknowledgement below at the end of the month.
8. Reimbursement will be made as follows:
 - Attendance Forms received by the 5th of the month will be processed and paid on the 20th of the month.
 - Attendance Forms received after the 5th of the month may be processed at the end of the month. With the exception for the month of June, the end of the fiscal year, when all Attendance Forms must be submitted by July 5th.
 - Attendance Forms received later than 30 days after the month of services rendered may not be reimbursable.

II. Parent Acknowledgement

I affirm under penalty of perjury that this Attendance Form is true and correct and the Family Fee, if applicable, has been paid for this month of care.

Parent Signature: _____ Date: _____

III. Provider Acknowledgement

1. I certify that the days of enrollment reported are correct and that a Family Fee of \$ _____ has been collected by me, the provider for the month of care on _____ (date).
2. I understand that I am an Independent Contractor and I am not an employee of The Resource Connection and I affirm under penalty of perjury that this Attendance Form is true and correct.
3. I understand that family fees are due by the 1st of the month for which the child care fees are assessed. I further understand that I must notify The Resource Connection by the 5th of the month if family fees have not been paid.

Provider Signature: _____ Date: _____

Deliver completed forms before due date to:

Mailing:

The Resource Connection
8085 Highway 26, Suite G, Mokelumne Hill CA 95245

or **Drop Box locations:**

- 8085 Highway 26, Suite G, Mokelumne Hill
- 444 East Saint Charles St., San Andreas
- 10877 Conductor Blvd, Sutter Creek

or **FAX or Email** (legible images, front and back of each sheet - keep originals for your records):

- FAX: 209 - 754 - 4244 email: rrinfo@trcac.org

| PROVIDER BILLING: | | | |
|--------------------------------|------------|--------|----------|
| | # of units | x Rate | Total |
| HOURS | | | |
| DAYS | | | |
| WEEKS | | | |
| MONTH | | | |
| PROVIDER'S FEE BILLED | | | \$ |
| REGISTRATION FEE BILLED | | | \$ |
| FAMILY FEE COLLECTED | | | \$ - < > |
| TOTAL AMOUNT BILLED | | | \$ |