

## ATTENDANCE SHEET INSTRUCTIONS

If you are not submitting your time and attendance via web access to CCTA, you must submit an attendance sheet each month to be paid for childcare services. Each sheet must be signed and dated by both the childcare provider and the parent certifying the time claimed is true and accurate. Attendance sheets that are not signed and dated by both the provider and the parent will be returned which will delay payment.

The attendance forms are to be used like a monthly calendar. Each day must show the actual time of arrival and departure of the child(ren) for whom you provide care. Time spent transporting the child to and/or from the site of the daycare is NOT to be counted in the times that are entered on the attendance sheet. If the child arrives and leaves twice in the same day (e.g. school aged kids leaving and returning from school), those times must be entered for that day. If the child was scheduled for care but did not attend, you can leave that day blank or put an 'A' in that day to show absence.

Please submit only the white copy. Keep the yellow copy for your records. Attendance sheets must be submitted by the 5<sup>th</sup> of the month following the month of care. Example: for care provided in May, attendance sheets need to be submitted by June 5<sup>th</sup>. Late submission will delay payment for that month.

Attendance sheets can be submitted by mail to: Monroe County DHS Accounts Payable Dept. PO Box 23440 Rochester NY 14692 *OR* dropped off at the **drop box** located in the west parking lot at 111 Westfall Road.

DO NOT drop attendance sheets off in the waiting rooms of either the Westfall Road or St. Paul Street offices. This will delay payment.

### VENDOR INFORMATION

If you have any changes that would affect your payment (e.g. address change, name change), you must complete a *Vendor Number Request/Change Form (MCDSS 057)*. This is the **only way** that you can change where payment checks are sent. You can request a form be sent to you by contacting the Accounts Payable office or you can print one from the Monroe County website at [www.monroecounty.gov](http://www.monroecounty.gov). Please go to the Departments tab then click on the Human Services option located at the far left of your screen. Scroll down to the Administrative Services section where you will find a link to the form.

If the parent stops bringing their child(ren) to your daycare for any reason, you must contact the Daycare Unit at 111 Westfall Road within 3 days. Their contact information is on the reverse side of this notice.

Your regular payment will be issued on the 3<sup>rd</sup> Thursday of each month. The postal service has discontinued guarantee of overnight local delivery so expect the check to arrive within 3-4 **business** days. Please do not contact DHS regarding payment questions until that time period has elapsed.

## PARENT/GUARDIAN INFORMATION

Be sure that the attendance sheets are correct and reflect the actual times your child(ren) was in the care of your daycare provider **BEFORE** signing and dating the form.

**NEVER** sign an attendance sheet until the last day of care for the month for your child. Example: if the last day of care in February will be the 25<sup>th</sup>, neither the provider nor the parent should sign the form before the 25<sup>th</sup>.

**NEVER** sign a blank time and attendance sheet.

**NEVER** give the provider permission to sign for you. Even if the provider has your permission to sign on your behalf, the attendance sheet will not be accepted and represents possible fraud which may result in loss of eligibility for childcare benefits.

If you intend on changing childcare providers, you must notify Monroe County DHS Childcare Team at least 10 days prior to the change. Failure to do so may cause payment to the new provider to be denied or delayed.

## IN HOME PROVIDERS

If the childcare provider cares for the child(ren) **in the child's** home, payment will be sent directly to the parent, not the provider. It is required that the parent then pay the in-home provider. The **parent** will be issued a vendor number in these instances. That vendor number is to be written on the submitted attendance sheet, **not** the childcare provider's own number if they have one.

Any parent fee must be paid to the in-home provider along with the entire amount issued to the parent under their vendor number. Failure to pay the provider both the parent fee **and** the subsidy sent to the parent may result in loss of childcare benefits and possible disqualification.

Accounts Payable  
PO Box 23440  
Rochester, NY 14692  
Office: 585-753-6148  
Fax: 585-753-6111

Monroe County DHS Childcare Team  
111 Westfall Rd Rm 360  
Rochester, NY 14620  
Office: 585-753-6316  
Fax: 585-753-6308

Customer Service Email for daycare: [dfa2a26.sm.monroe.ChildCare-DHS@dfa.state.ny.us](mailto:dfa2a26.sm.monroe.ChildCare-DHS@dfa.state.ny.us)

Please call (585)753-6316 to request blank attendance sheets.