



## **Attendance Sheet Guidelines**

- Participants and Child Care Providers must adhere to Attendance Sheet Guidelines failure may result in reimbursement delays or no-issue of reimbursement
- Allow 21 calendar days for Attendance Sheets to be processed
- Attendance Sheets must be submitted no later than the 15<sup>th</sup> of the month after the child care has been provided.
- Attendance Sheets submitted after the due date will be considered past due, and may not be reimbursed (this may not apply to Stage 1 CalWORKs Child Care)
- Attendance Sheets for the month of June are due no later than July 15<sup>th</sup> of the same calendar year. Any Attendance Sheet submitted past July 15<sup>th</sup> will be considered past due, and may not be reimbursed (this does not apply to State 1 CalWORKs Child Care)
- Record the reason your child was absent from care on a daily basis
- See Hively Program Policies and Participation Procedures for more information
- Please abide by the abandonment policy (Title 5 § 18066.5) which states that I will notify Hively within seven consecutive calendar days that a family is not using services.

## **Licensed Providers Only**

Reimbursement for Excused Absences and Best Interest Days

### **Excused Absences - Limit 10 per month**

- Child or Parent Illness
- Quarantine
- Family emergency requiring parent and child to travel away from home
- Time spent away from home with parent or relative, as required by a court of law

### **Unexcused Absences (No payment is made for unexcused absences):**

- All unexplained absences not identified as excused are considered unexcused
- Best Interest days that exceed the available 10 are considered unexcused absences

### **Best Interest Days - Limit 10 per year (July 1<sup>st</sup> - June 30<sup>th</sup>)**

- Vacation, school program, field trip, transportation problem, or any other reason not listed under excused absences that are in the best interest of the child

## **All Licensed Providers**

Non-Operational Days are reimbursed – Limit 10 per year

## **Non-Licensed Providers**

Non-Licensed Providers will be reimbursed for actual hours of care authorized by the payment program

Reimbursements issued by Hively are subject to adequate program funding

