

Attendance Sheet Guidelines:

- Participants and Child Care Providers must adhere to Attendance Sheet Guidelines.
- Failure to follow these guidelines may result in reimbursement delays or no issue of reimbursement.
- Please allow 21 calendar days for Attendance Sheets to be processed
- Attendance Sheets must be submitted no later than the 15th 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 15th of the same calendar year.
- Any Attendance Sheet submitted past July 15th 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 1st - June 30th)

- 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.