



Attendance Records Due Dates & Guidelines-2024

Dear Providers,

Below is a chart of the new due dates for the first and second payment cycle for our attendance records. Please note, monthly attendance records will be accepted as stated below, **if the date falls on a weekend or holiday the attendance records MUST be in our office the business day prior**. The second payment cycle will be processed for attendance records received between the **8th through the 24th** following the service month. Reimbursements will be issued on the 15th for our first payment cycle and between the 27th to 29th of the month for our second payment cycle, **if the reimbursement date falls on a weekend/holiday reimbursements will be issued the next business day**.

Attendance Records received from the 1st to 7th of the month

Service Month	Attendance Due	Direct Deposit Check Mailed/Pick-up	Attendance Accepted Until
January 2024	February 7, 2024	February 15, 2024	April 5, 2024
February 2024	March 7, 2024	March 15, 2024	May 7, 2024
March 2024	April 5, 2024	April 15, 2024	June 7, 2024
April 2024	May 7, 2024	May 15, 2024	July 7, 2024
May 2024	June 7, 2024	June 17, 2024	August 7, 2024
June 2024	July 5, 2024	July 15, 2024	September 6, 2024
July 2024	August 7, 2024	August 15, 2024	October 7, 2024
August 2024	September 6, 2024	September 16, 2024	November 7, 2024
September 2024	October 7, 2024	October 15, 2024	December 6, 2024
October 2024	November 7, 2024	November 15, 2024	January 7, 2025
November 2024	December 6, 2024	December 16, 2024	February 7, 2025
December 2024	January 7, 2025	January 15, 2025	March 7, 2025

Attendance records received between the 8th to 24th of the month

Service Month	Reimbursement Issued
January 2024	February 29, 2024
February 2024	March 29, 2024
March 2024	April 29, 2024
April 2024	May 29, 2024
522May 2024	June 28, 2024
June 2024	July 29, 2024
July 2024	August 29, 2024
August 2024	September 27, 2024
September 2024	October 29, 2024
October 2024	November 29, 2024
November 2024	December 27, 2024
December 2024	January 29, 2025

Program Payment & Attendance Guidelines

- ❖ Have attendance records in an accessible location for parents to sign in **DAILY with exact in/out times- i.e., 8:13am to 3:35pm-Please state if A.M or P.M.**
- ❖ The top portion of the attendance record must be completed (**month of care, provider, parents, and child full information**). Missing information may delay your reimbursement.
- ❖ Review attendance records for accuracy (in/out times, correct certified hours of care used, signatures/dates, reason for absences on record). If a child is **absent** more than 5 consecutive days, please attach a doctor's note.
- ❖ If child **stops attending** care for **7 consecutive** days and there has been **no contact** with the parent/guardian, **you must notify the MC3 case manager following the 7th day.**
- ❖ **Attendance records without a signature-** is only accepted when **all** the following conditions apply - **Parent has not communicated for a minimum of seven consecutive days; the provider has notified MC3 of the lack of communication and the provider has documented the providers unsuccessful attempts to collect a signature.**
- ❖ **No white-out** on attendance records- if correction needed cross out, initial, and correct error.
- ❖ For families that have a **family fee** the attendance record will be mailed with the family fee invoice printed on the back of the record for the corresponding month of care. If you have misplaced it, please contact your case manager to have it reissued. Reimbursement will not be processed without it.
- ❖ We can accept payments **no more than three months from the original service date** of care provided. Please note if submitted after (see 3rd column of chart), **they may not be paid.** It is very important to submit attendance records on time to be reimbursed on time.
- ❖ Write the amount you are billing the family for the month of care under the box titled **"Total Amount billed by Provider"** or **attach an invoice** (rate should not be MC3 rate) with the attendance.
- ❖ MC3 is required to have your current program rates, program closure dates/parent handbook and a signed Child Care Certificate on file before we can reimburse for care, if anything missing your reimbursement may be delayed until received.
- ❖ MC3 will reimburse providers a maximum of **10 non-operational days per fiscal year.** These days must also be charged to the public and are to be determined by each provider.
- ❖ MC3 will not reimburse for child care on days when service is **not available or the program is closed** (including work days, staff development days or breaks/vacations) beyond the 10-non opt days allowable per fiscal year, this means your payment will be prorated for the month.