



Monthly Attendance Records/Invoicing

October 23, 2015

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CALIFORNIA DEPARTMENT OF EDUCATION
Tom Torlakson, State Superintendent of Public Instruction



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State Superintendent
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AGENDA

Background/AB 274

Attendance Record/Invoice Requirements

Policies to Support Regulations

Broadly Consistent

What No Longer Applies

What Applies

Reviewing Attendance Records/Invoices

Reimbursing Providers

Questions





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BACKGROUND

AB 274 (Chapter 733, Statute of 2014)
added *Education Code (EC)* Section 8221.5

- Changed requirement to monthly attendance record/invoice
- Parent or provider can record attendance
- No daily signature required
- Contractors will not track attendance for reimbursement purposes
- Alternative Payment and CalWORKs only





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ATTENDANCE RECORD/INVOICE REQUIREMENTS

- Name of child receiving services
- Dates services are provided
- The actual times of arrival and departure recorded daily
- Parent & provider must sign monthly attendance record/invoice under penalty of perjury

Attendance records/invoices that include all the required elements shall be reimbursed as specified on the child care certificate and/or Notice of Action (NOA)





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POLICIES THAT SUPPORT THE REGULATION

- Contractors must develop and implement policies with clear and consistent consequences for program violations.
- These policies must be included in the written material given to parents and providers.
- Contractors are to implement their written policies and take appropriate action as necessary.





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CONTRACTOR POLICIES

The written policy statements shall include, requirements of [Management Bulletin 14-04](#) and *California Code of Regulations*, Title 5 (5 CCR) sections 18221, 18222, 18223

- Requirements for determining whether hours utilized are “broadly consistent” with certified need.
- Submittal of complete attendance records/invoices.
- Timely Reimbursement.
- Fraudulently completed attendance records or invoices.





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“BROADLY CONSISTENT”

Contractors are to define the term “Broadly Consistent”.

- How do you decide if the hours utilized are not broadly consistent?
- Is it when usage goes from Part-Time to Full-Time, Full-Time to Part-time or Part-Time to Hourly?
- Is it when the child uses a certain percentage of the certified need?



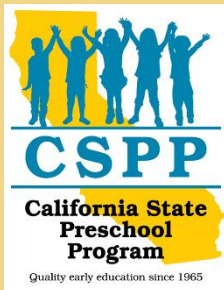


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WHAT NO LONGER APPLIES

The following **no longer** applies to AP/CalWorks contractors.

- Daily Sign-in/Sign-Out signatures/initials
- Absence Policies
- Excused Absences
- Best Interest Days
- Unexcused Absences



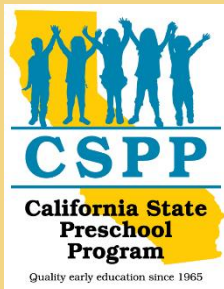


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WHAT APPLIES

The following **still** applies to AP/CalWorks contractors:

- Non-Operational Days
- Eligible Alternate Provider



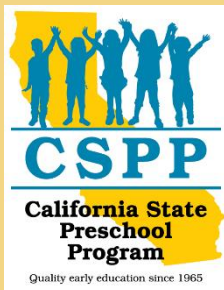


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NON-OPERATION DAYS

5 CCR, Section 18076.2(b)(2)

Time the provider has a paid day of non-operation and can provide documentation that the contractual terms used by the provider for services to unsubsidized families require payment for such day(s) of non-operation. The number of reimbursable paid days(s) of non-operation shall be **limited to a maximum of ten days per fiscal year per provider.**





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ALTERNATE PROVIDER

5 CCR, Section 18076.2(c)(1)

Time that services are provided when the regular provider has a paid day of non-operation, and the parent has to obtain an alternate provider to meet the certified need for child care. Payment to an alternate provider when the regular provider has a paid day of non-operation **shall be limited to ten days per child per fiscal year.**





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ALTERNATE PROVIDER

5 CCR, Section 18076.2(c)(2)

Time that child care services are provided by an eligible alternate provider when the child is ill and the parent has to obtain care from an eligible alternate provider. Payment to an alternate provider when the child is ill **shall be limited to a maximum of ten days per child per fiscal year.**





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REVIEWING ATTENDANCE RECORDS/INVOICES

Review to insure the days and hours of services used by the parent were “broadly consistent” with certified hours of need.

- If not “broadly consistent” contractor must contact parent to determine:
 - If new hours of care are needed
 - If parent violated requirement to report changes within 5 days
 - Services were improperly received





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REIMBURSING PROVIDERS

- Other than cited below, reimbursement to provider should not be adjusted based on actual attendance.
- When a complete attendance record/invoice is received, the agency shall reimburse provider based on:
 - The certified need for care as documented on the child care certificate and/or NOA





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REIMBURSING PROVIDERS (CONT.)

- For families with variable/unpredictable schedules - reimbursement will be based on the actual days and hours for which services were provided as documented on the monthly attendance record or invoice up to the maximum hours of certified need as documented on the child care certificate and/or NOA

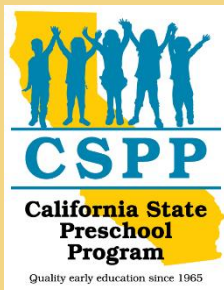




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REIMBURSING PROVIDERS (CONT.)

- For license-exempt providers that have children that are certified for part-time services, reimbursement will be based on actual days and hours services were provided as documented on the child care certificate and/or NOA.





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REIMBURSING PROVIDERS (CONT.)

- The contractors must reimburse the provider based on the Regional Market Rate ceiling selected (as noted on the Child Care Certificate and/or NOA or the provider's bill/invoice amount, whichever is less.

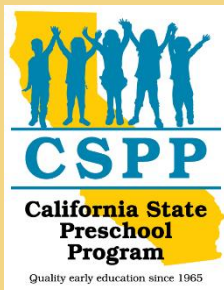




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REIMBURSING PROVIDERS (CONT.)

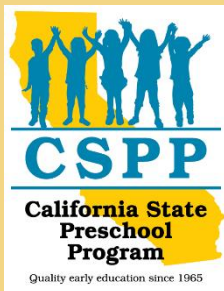
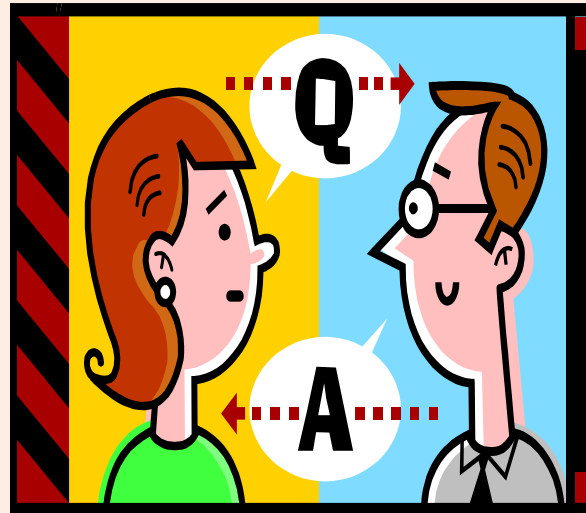
- If the attendance record/invoice has been fraudulently completed, the contractor must follow their written policies and take appropriate action, which can include warning(s) via telephone call or letter, possible termination of services and/or the business relationship.





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QUESTIONS





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