



Dear Child Care Provider,

Thank you for providing childcare services to our Choices for Children families.

Please follow the reimbursement process carefully and ensure that the Attendance Sheet is filled out completely and submitted in a timely manner.

Attendance Sheet Submission Process

- The Attendance Sheet is the legal document used to verify that child care services were provided as authorized by Choices for Children. The parent must sign in and out on a daily basis reflecting actual times.
- The provider must fill out the service month, parent’s name (first and last), child’s name (first and last), child’s birth date, and provider’s business name, provider payee’s name and mailing address on the attendance sheets to avoid error or delay in payment.
- The provider must indicate absent reason under absence reason for the dates children did not attend.
- At the end of each month, the provider and the parent both sign the bottom of the Attendance Sheet certifying actual child care services provided during the month. If both signatures are not on the Attendance Sheet, the sheet will be considered incomplete, and reimbursement may be delayed.

Attendance Sheet Submission Deadlines & Reimbursement Timing

- Attendance Sheets must be received by Choices for Children no later than the fifth (5th) business day of the month following the month of care. Choices for Children will mail or direct deposit your reimbursement check on the tenth (10th) business day of the month.
- Attendance Sheets received by Choices For Children between the 6th business day to the 15th business day of the month will be processed, and we will mail or direct deposit your reimbursement check on the last Wednesday of the month.
- Attendance Sheets received by Choices for Children after the 15th business day of the month will be processed and mailed out by the 10th business day of the following month.

For your convenience, the **MAIL OUT DATES for 2024** are listed below:

January 16, 2024	July 15, 2024
February 14, 2024	August 14, 2024
March 14, 2024	September 16, 2024
April 12, 2024	October 14, 2024
May 14, 2024	November 14, 2024
June 14, 2024	December 13, 2024

Please allow seven (7) business days for your reimbursement check to arrive. To help avoid a delay in your reimbursement, please follow the above procedures and immediately inform us of any change in your mailing address. Please feel free to call if you have any questions at (408)297-3295.

Thank you again for your cooperation and the services you provide for our families.