



FREQUENTLY ASKED QUESTIONS

Sign-In/Sign-out sheets

1. We have an electronic system called “ProCare.” Do we still need to use sign in/sign out sheets?

Answer:

A.) IF you have ProCare or a similar electronic attendance system, you need only submit the electronic copy of sign-in/sign-out sheets IF DAILY ATTENDANCE IS CAPTURED THROUGH:

- Parent assigned individual pin numbers
- Parent uses fingerprint recognition device for dropping off and picking up child.

B.) IF you do NOT use your electronic system to capture your attendance through fingerprint recognition or pin assignment as described above, then you WILL need to submit original daily sign in/sign out sheets with parent signatures.

C. If you use your electronic system to capture attendance through a SINGLE PIN NUMBER provided to all parents, then you WILL need to submit original daily sign in/sign out sheets with parent signatures.

2. Does this requirement apply only to School Readiness children or to all the children in the facility?

Answer: Unless you use an electronic attendance system as described above, we expect the sign-in/sign-out sheet to reflect the names of ALL the children that attend your facility as they sign in each day. We do not want the school readiness children singled out for this process.

3. I use a form that records 5 days a week instead of one a day. Can I use the form I made?

Answer: IF IT MEETS ALL REQUIREMENTS, You may use the form you developed. Each sheet should record the “**time in**” with parent signature and the “**time out**” with parent signature.

If you have any questions, you may send a copy of the sign-in/sign-out sheet you wish to use to the Coalition Policy Director, Nancy Starr. She will determine if your form meets all the requirements. Email: Nancy.Starr@elcofswfl.org. Her telephone is: 239-634-1589.

4. Will 4C return the originals back to the Provider?

Providers may request the original documents be returned to them. Providers must make arrangements to pick-up the original documents by contacting the 4C Reimbursement Department at 239-935-6165.

5. Should I list SR children all on one sheet?

Answer: No. We do not expect or want sign-in/sign-out sheets where the School Readiness (SR) children are listed separately. That could be construed as discriminatory.

6. What if a parent forgets to sign-in or sign out? Can I sign the child in myself?

Answer: Yes, you or a staff member may indicate on the sign-in sheet when the child arrived or left that day by signing your own name and identifying yourself as “staff”. Such entries should only occur occasionally. Also, it is **never** appropriate to sign the parent’s name for them.

We expect to see the parent’s signature the majority of the time, or an identified representative. Child care facility staff would be expected to be seen on a more sporadic basis. If there is a problem regarding a specific child, the Provider should document the issues and describe the reason for the need of a staff person to sign.

7. How do I record a child arriving by school bus?

You should note the specific time the child arrives at the center from a school bus (i.e. 3:15 p.m.) and record in the parent signature section “Bus” with the signature of the individual making the entry. Staff member’s entering information should identify themselves as “staff”.

8. Why did the Coalition make this change?

This conforms to the original intent of the attendance requirement. In addition, it is our hope that a more accurate daily accounting of attendance will reduce any possible improper payments to Providers based on inaccurate attendance or intentional misrepresentation.

9. When are the attendance records and sign-in sheets due to 4C?

Attendance records and sign in/sign out sheets are to be submitted by the 3rd day following the last day of the previous month.

10. Can I still fax attendance records to 4C before mailing?

The attendance sheet is the only sheet that can be faxed if you are unable to submit the original attendance sheet by the 3rd of the month. If you chose to submit the attendance sheet by fax, you must also submit the original attendance sheet by the 7th day of the month. Payment will not be processed without receipt of original attendance sheets by 7th of the month. Original sign in/sign out sheets must be received no later than the 7th of the month to avoid non-compliance penalties. **Do not fax sign in/sign out sheets.**

11. I have 90 children enrolled in my center, but only 10 of them receive school readiness funding. Do I need to send you all the sign-in/sign-out sheets?

No. Providers should submit attendance sheets for all children where SR children are listed. (For example –There are 10 sheets of sign-in names; however SR children appear only on page 3, 7 and 9. Those three pages may be submitted individually in lieu of all 10 sheets.)

It is good to highlight the appropriate names and/or strike through the non-school readiness child names if you feel it would be helpful.

12. Do I have to submit sign in/sign out sheets for VPK too?

No, not at this time. You need only to download attendance sheets and submit as usual.

13. I only have 4 children enrolled; this includes private pay and SR children. Do I still need to have 1 new sheet each day?

No. You can use the sample sign-in /sign-out sheet. After the families have all signed in and out for the day, you may insert on the form a new date following the last signature of the day. Then the next day's attendance can still go on the form. You may continue to use a new sheet when the first one is filled.

14. This is going to cost the providers more in copying and mailing costs which doesn't seem fair.

We do appreciate that this is putting an increased burden on providers. However, these measures are important to improve the level of accountability and reduce occurrences of improper or fraudulent payments. In addition, providers are already mailing or delivering attendance information each month. Some providers already have measures in place that will not require any additional costs.