



## Attendance Record Payment Schedule & Guidelines-2025

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 **8<sup>th</sup> through the 24<sup>th</sup>** following the service month. Reimbursements will be issued on the 15<sup>th</sup> for our first payment cycle and between the 27<sup>th</sup> to 29<sup>th</sup> 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 1<sup>st</sup> to 7<sup>th</sup> of the month**

Service Month	Attendance Due	Direct Deposit Check Mailed/Pick-up
January 2025	<b>February 7, 2025</b>	February 14, 2025
February 2025	<b>March 7, 2025</b>	March 17, 2025
March 2025	<b>April 7, 2025</b>	April 15, 2025
April 2025	<b>May 7, 2025</b>	May 15, 2025
May 2025	<b>June 6, 2025</b>	June 16, 2025
June 2025	<b>July 7, 2025</b>	July 15, 2025
July 2025	<b>August 7, 2025</b>	August 15, 2025
August 2025	<b>September 5, 2025</b>	September 15, 2025
September 2025	<b>October 7, 2025</b>	October 15, 2025
October 2025	<b>November 7, 2025</b>	November 17, 2025
November 2025	<b>December 5, 2025</b>	December 15, 2025
December 2025	<b>January 7, 2026</b>	January 15, 2026

### **Attendance records received between the 8<sup>th</sup> to 24<sup>th</sup> of the month**

Service Month	Reimbursement Issued
January 2025	February 28, 2025
February 2025	March 28, 2025
March 2025	April 29, 2025
April 2025	May 29, 2025
May 2025	June 27, 2025
June 2025	July 29, 2025
July 2025	August 29, 2025
August 2025	September 29, 2025
September 2025	October 29, 2025
October 2025	November 26, 2025
November 2025	December 29, 2025
December 2025	January 29, 2026

**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 write 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 7<sup>th</sup> 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.
- ❖ Please write the amount you are billing the family for the month of care based on your own rates on bottom right hand side titled **“Total Amount billed by Provider”** or **attach an invoice** (rate should not be MC3’s rate) with the attendance record.
- ❖ 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 with 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.

**I declare that I have read and received a copy of the Annual Payment Schedule/Attendance records due dates.**

Provider Name: \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature: \_\_\_\_\_

Program/Center Name \_\_\_\_\_