



**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 is required to complete the service month section on the agency’s Pre-Filled Attendance Sheet. If copies of the Pre-Filled Attendance Sheet are needed, please contact our office at 408-297-3295. If the Pre-Filled Attendance Sheet is not utilized, providers must insure that the service month, parent’s full name (first and last), child’s full name (first and last), child’s date of birth, provider’s business name, provider payee’s name, and mailing address are filled out on the attendance sheets to prevent any 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 (10<sup>th</sup>) business day of the month.
- Attendance Sheets received by Choices for Children between the 6<sup>th</sup> business day to the 15<sup>th</sup> 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 15<sup>th</sup> business day of the month will be processed and mailed out by the 10<sup>th</sup> business day of the following month.

For your convenience, the **MAIL OUT DATES for 2026** are listed below:

<b>January 15, 2026</b>	<b>July 15, 2026</b>
<b>February 13, 2026</b>	<b>August 14, 2026</b>
<b>March 13, 2026</b>	<b>September 15, 2026</b>
<b>April 14, 2026</b>	<b>October 14, 2026</b>
<b>May 14, 2026</b>	<b>November 13, 2026</b>
<b>June 12, 2026</b>	<b>December 14, 2026</b>

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.