

# Child Care Financial Assistance (Subsidy) Attendance and Invoices

## Who Needs Attendance Reports?

All licensed, registered, and Approved Relative Child Care providers who wish to be paid child care financial assistance (subsidy) need to submit attendance reports in Bright Futures Information System (BFIS). If you are having issues with BFIS and are unable to enter your attendance, contact the help desk at: 1-800-649-2642 or <http://bfishelp.ahs.state.vt.us/>.

If you need additional instruction or assistance entering your attendance, please contact the Child Care Financial Assistance Program at 1-800-649-2642 ext. 5. If a child is not listed on your invoice contact the eligibility specialist.

### Certificate Expiration Date

### Authorized Hours

Child Name	Parent	Elig Exp	Cert #	Cert Hrs	FT/PT	Week	S	M	T
Doe, Jane ID: 000001	Doe, Momma	01/01/2020	0101010	40/Week	No	01/06-01/12 01/13-01/19		8	6
								2	8
							Notes:		
Smith, Harry ID: 000002	Doe, Momma	01/01/2020	0101011	25/Week	Yes	01/06-01/12 01/13-01/19		2	2
								V	V
							Notes:		
Rabbit, Fluffy ID: 0101250	Rabbit, Grandma	03/30/2019	0210201	0/Week	Yes	01/06-01/12 01/13-01/19		5	0
								0	0
							Notes:		
Kitty, Calico ID: 000023	Kitty, Papa	09/28/2019	0111111	32/Week	No	01/06-01/12 01/13-01/19		S	S
								10	10
							Notes: Kitty broke her 1/6 for surgery		

### Variable Schedule

### Service period

## Who Can Use Attendance Reports?

Providers must sign up to become an e-provider and complete their attendance reports online. (To sign up to be an e-provider, go to the help desk website: <https://bfishelp.ahs.state.vt.us> and click on "How do I sign up?")

To enter an attendance report online:

1. Login to the Bright Futures Information System website.
2. Select "Attendance and Invoicing" from the main menu.
3. Under the "Submit Invoice" heading you select the service period you wish to enter from the drop down box.
4. Click "Go" and the attendance report for the service period you selected will be displayed.

## How to Complete the Attendance Report

Follow the steps below to complete your attendance reports:

1. **Enter the hours for each day the child attends.** Accurate attendance is important, and registered and licensed child care providers may enter the total number of hours attended, either more or less than authorized and receive payment for the hours authorized. Approved Relative Child Care (ARCC) providers can only enter the number of hours authorized.
2. **When entering attendance use only whole numbers.** Do not use decimals (3.5) or ranges (7:30 – 4:30). Ensure no spaces are entered before or after the number, as this can cause an error.
3. **If appropriate, enter attendance codes.** Certain conditions require the use of approved letter codes when entering attendance. Coded days have a value of 5 hours. You may only use some codes with approval by an eligibility specialist. Not using the proper code may result in nonpayment. ARCC providers are not eligible for code payment.

### Enter only whole numbers

### Use appropriate codes

Exp	Cert #	Cert Hrs	FT/PT	Week	S	M	T	W	T	F	S
01/2020	0101010	40/Week	No	01/06-01/12 01/13-01/19		8	6	5	0	P	
						2	8	8	8	10	
					Notes:						
01/2020	0101011	25/Week	Yes	01/06-01/12 01/13-01/19		2	2	1	0	P	
						V	V	V	V	V	
					Notes:						
03/2019	0210201	0/Week	Yes	01/06-01/12 01/13-01/19		5	0	0	0	P	
						0	0	0	0	0	
					Notes:						
09/28/2019	0111111	32/Week	No	01/06-01/12 01/13-01/19		S	S	S	S	P	
						10	10	10	10	9	
					Notes: Kitty broke her arm and was out the week of 1/6 for surgery						

Enter notes when a child is absent for the entire week, or when using H or N codes.



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## What is a Service Period?

You must submit attendance for two-week intervals called service periods. Service periods are fixed and cover the fiscal year, which runs from July through June. All attendance records are based on the state fiscal year, not the January to December calendar year. For example, licensed and registered providers may be paid for up to 15 closed days. You must use July 1st as the start date when calculating the number of closed days you can be paid for during the year.

## Invoice Payment Schedule

Online attendance reports are processed immediately by the Bright Futures Information System. The processing cutoff date is normally **12:00p.m. Wednesday**, with checks issued usually the following Friday. Any invoice processed after **Wednesday** at noon will be scheduled for payment the following week. Some delays in the payment process may occur due to mail delivery, holiday interruption, or unforeseen technical difficulties. However, you will typically receive your check on the Monday following the Wednesday processing date. For a calendar of payment dates or additional information about payments visit <http://dcf.vermont.gov/childcare/providers/ccfap>

## How to Submit the Attendance Report

1. Once the report is entered, click "Submit Attendance." If you receive an error message, check to make sure you have not entered a space, decimals, or partial hours. For Approved Relative Child Care (ARCC) providers ensure the hours entered do not exceed the number authorized.
2. A verification page will be displayed. Review the attendance report and if the invoice is accurate, select "Submit Attendance."
3. A confirmation page will be displayed with an invoice number when the invoice has been processed. If you do not see this confirmation page then no invoice was created. Repeat the steps above or call the help desk at 1-800-649-2642 option 4
4. If an error message is received, such as "Submitted Twice," please call the help desk at 1-800-649-2642 option 4 to ensure the invoice has been received.

### Registered and Licensed Programs

Part time schedules of 1 to 25 hours pay the part time financial assistance rate.

Full time schedules of 26 to 50 hours pay the full time financial assistance rate.

Code	Description	Approval
P	Provider closed day - Use this code when you are closed on normal days of operation, due to illness, vacation or any circumstance that warrant business closure. To receive payment on state or national holidays you must enter a "P". Do not use this code for weekends if you do not normally provide care on the weekends. Providers are granted 15 provider closed days, calculated from July through June each year. Please keep a record.	
S	Sick child - Use this code when children are absent due to illness.	
V	Vacation - Use this code when children are absent due to vacation. Children are allowed 10 vacation days a year.	
H	Hold placement - A family may request to hold an opening for their child with a "H" code. The family will need to contact their eligibility specialist for approval.	* Requires eligibility specialist approval
N	No notice - To use an "N" code when a child has stopped attending, you need to contact your eligibility specialist for approval. If approved, the "N" code can only be used for one week.	* Requires eligibility specialist approval