Dear Providers:

Effective June 1, 2018, any requested DCC-94E that shows the irregularities listed may be subject to a claim for the amount paid for child care subsidy for that month. Child Care regulations state that the DCC-94E must be used to record child attendance, which is verified by parent initials at the time of drop off and pick up as well as the parent signature at the end of the week. A recent audit of provider files have uncovered several inconsistences in the use of sign in/out sheets.   
  
 Below is a list of irregularities found that need to be corrected:

* Use of an altered form - Regulations state that the DCC-94E MUST be used to record attendance.
* Parent not initialing at time of drop off or pick up for each child.
* Parent not signing the form for verification at the end of the week.
* Child’s full name not used on the DCC-94E.
* Parent full name not used for end of week signature.
* Name of center, CLR# of center, and date not filled in at the top.
* Signature of provider and date missing at the bottom.

The failure to correctly fill out the DCC-94E can result in a claim being established against your center and repayment of funds by recoupment. Due to the recent transition from Child Care Council to the Division of Child Care, we are allowing providers the chance to correct these irregularities and become compliant with regulations that would have otherwise resulted in a claim.

We are providing you with the link to the billing training <https://www.hdilearning.org/product/child-care-assistance-program-billing-basics-for-providers/> which we encourage you to review. The training also includes a link to obtain the DCC-94E electronically which will allow you to type the name of the child on the form as well as center information at the top.

If you have any questions, please feel free to contact the Division of Child Care, Claims Team at (502) 564-2524 and ask for Mellissa Williams at extension 3771.

Sincerely,

Mellissa Williams

Claims Team Lead

Division of Child Care