



West Virginia Department of Health and Human Resources
Division of Early Care and Education
Child Care Program Instruction

No. CC-PI-2021-1

Date: March 31, 2021

To: Child Care Resource & Referral Agencies; Child Care Providers
From: Diana Gillispie, Child Care Policy Specialist
Date: March 31, 2021
Re: [Child Care Attendance Sheets \(ECE-CC-10-G\)](#).

As of **April 1, 2020**, child care providers will be required to complete the Child Care Attendance Sheet (ECE-CC-10-G) as per WV Child Care Subsidy Policy 7.7.

- The CCR&R staff shall audit all sign in and out forms monthly, comparing them to the provider's payment request, and checking the parent signatures with those on the Service Agreement (DAY-0162).
- Each child must be signed into care and signed out of care by the client/designee. Child Care Centers may continue to use an electronic sign in and out system and may substitute reports generated by their systems if parents sign off at the end of each month.
- Child care clients shall mark each child's time in and out, designated AM or PM, daily in the box provided. The client's signature on the signature line of the form verifies that the times shown accurately reflect their children's attendance. Times must be shown as AM or PM .
- Child care clients must sign the bottom of each attendance form at the end of each month as verification of the validity of the information on the form

Please contact your Child Care Policy Specialist if you have any questions regarding approval of a payment.

NOTE: Monthly audits of child care center payment forms may begin May 1, 2021.