

Child Care Financial Assistance (Subsidy) Attendance and Invoices

Who Needs Attendance Reports?

All licensed, registered, and legally exempt 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 have any questions or difficulty entering attendance, contact the BFIS help desk at: 1-800-649-2642 or <https://bfishelp.ahs.state.vt.us>

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.** The total number of hours may not exceed the authorized hours indicated on the certificate. Example: If the child is authorized for 30 hours, then the total number of hours you enter for the week may not exceed 30 hours. (6 + 4 + 4 + 8 + 8 = 30)
- 2. When entering attendance use only whole numbers.** Do not use decimals (3.5) or ranges (7:30 – 4:30)
- 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. Legally Exempt Child Care (LECC) providers are not eligible for code payment.

Certificate Expiration Date

Authorized Hours

Child Name	Parent	Elig Exp	Cert #	Auth Hrs	FT/PT	Week	\$
Doe, Jane ID: 00001	Doe, Momma	01/01/2015	010101	40/Week	No	01/08 – 01/14 01/15 – 01/21	
Smith, Harry ID: 89124	Smith, Daddy	12/2/2014	022001	25/Week	No	01/08 – 01/14 01/15 – 01/21	
Rabbit, Fluffy ID: 765432	Rabbit, Grandma	03/04/2014	123445	0/Week	Yes	01/08 – 01/14 01/15 – 01/21	
Kitty, Calico	Kitty, Papa	01/01/2015	54321	40/Week	No	01/08 – 01/14 01/15 – 01/21	

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.

Enter only whole numbers

Use appropriate codes

Elig Exp	Cert #	Auth Hrs	FT/PT	Week	S	M	T	W	T	F
1/01/2015	010101	40/Week	No	01/08 – 01/14 01/15 – 01/21	8	8	8	8	8	8
1/2/2014	022001	25/Week	No	01/08 – 01/14 01/15 – 01/21	5	4	5	5	5	5
3/04/2014	123445	0/Week	Yes	01/08 – 01/14 01/15 – 01/21	0	0	0	0	0	0
1/01/2015	54321	40/Week	No	01/08 – 01/14 01/15 – 01/21	6	4	8	8	8	8

The total number of hours may not exceed the authorized hours indicated on the certificate



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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. If you wish to participate in direct deposit visit the CDD website to download the form:

http://dcf.vermont.gov/cdd/child_care_financial_assistance/providers

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 partial hours, used an expired certificate, or exceeded the authorized hours.
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
4. If an error message is received, such as "Submitted Twice," please call the help desk at 1-800-649-2642 to ensure the invoice has been received.

Registered and Licensed Programs Please Note!

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 - To hold an opening for a child with a "H" code, you need to contact your 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