

Bright Futures Information System (BFIS)

How To Submit Child Care Attendance

For Family Child Care Homes, Center Based and Preschool Programs,
Afterschool Programs, and Approved Relative Child Care (ARCC)
Providers

Last Updated: 7/19/2017



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Before You Get Started

- If you do not have a username and password to access BFIS, please see the *BFIS Fact Sheet* found on our [DCF website](#).
- Have your attendance sheets for the eligible children readily available.

Login To BFIS

You must login to submit child care attendance.

In a browser, navigate to:
<http://www.brightfutures.vermont.gov>

Click the **Login** button next to *Bright Futures Account*.

Bright Futures Account

Click here if you have a parent, child care program or quality-credentialing account.

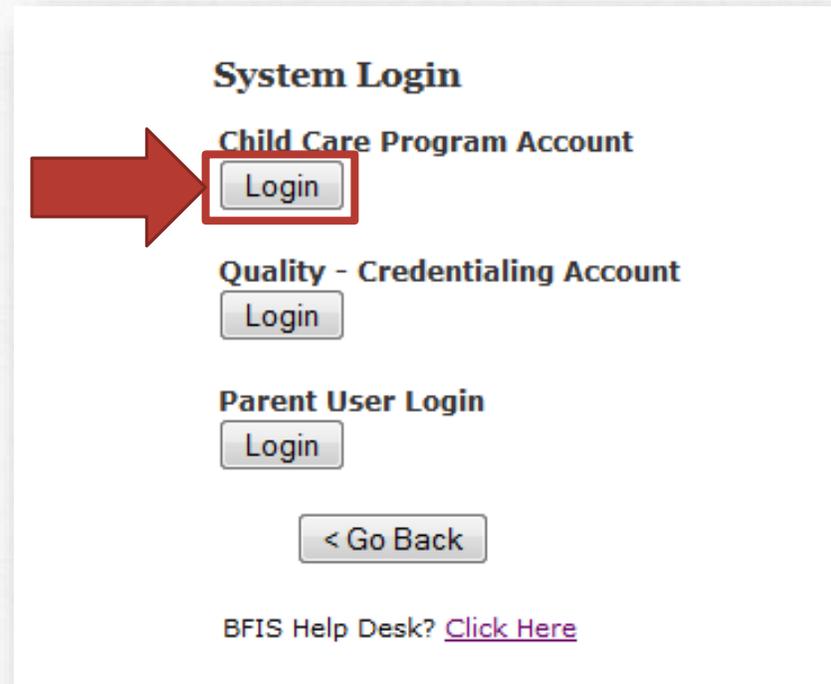
Login

First Time Login - New Case

If you have been notified by the department that your account is ready, click here to login for the first time in your new case.

Login

Click the **Login** button under *Child Care Program Account*.



Enter the username and password, and then click **Submit**.

• Authorization to this page is required. Please login for access.

< Go Back

BFIS Help Desk

System Login

Username:

trecord

Password:

••••••••

 **Submit**

Forgot username? [Click Here](#) Forgot password? [Click Here](#)

If you are having trouble logging in contact the Bright Futures Help Desk at bfis.help@vermont.gov, or at 1-800-649-2642, option 4.

Child Care Attendance

To receive reimbursement for child care services provided for eligible children, you must submit the attendance.

Click the **Attendance & Invoicing** tab at the top of the page.

Account Summary	Provider Demographics	Payment & Financial Info	Attendance & Invoicing	Resources	Contact
Provider Case ID: 112488			Provider T Registered Home		
Location Address: 1 Fairytale Lane Brattleboro, VT 05301 City: Brattleboro			Provider S Licensed		
Last Site Visit:			Latest Application: 10/04/2015		
Application Status: Approved					

Under *Submit Invoice*, select the drop down box, choose the service period that you wish to submit, and then click **Go!**

? Attendance/Invoicing

Submit Invoice

To submit an original or adjustment invoice, select the service period below and click "Go!"

Submit Invoice:



- Please Select -

If you do not see the drop down box, or if the service period you need is not listed see [Troubleshooting](#) for information.

Enter in the total hours a day you watched each child, or enter in the appropriate attendance code. When the attendance for ALL children for BOTH weeks has been entered click **Submit Attendance**.

? Submit Invoice: Service Period 03/06/2016 to 03/19/2016

Displaying 1-2 of 2 Items

Child Name	Parent	Elig Exp	Cert #	Cert Hrs	FT/PT	Week	S	M	T	W	T	F	S
Charming, Belle ID: 243346	Sleeping, Beauty	11/05/2016	516115	25/Week	Yes	03/06-03/12:	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>				
						03/13-03/19:	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>				

Notes:

If a child is not on your invoice and should be, or vice versa contact the Eligibility Specialist in your local Community Agency.

Save and Exit



Enter only whole numbers. Do not use decimals (3.5), or ranges (7:30-4:30). Round up if necessary (3.5 to 4).

Review the attendance to ensure it's accurate. If you made a mistake click **Cancel**. Otherwise, check the box in the bottom left-hand corner and click **Submit Attendance**.

? Submit Invoice: Service Period 03/06/2016 to 03/19/2016

Child Name	Elig Exp	Cert #	Cert Hrs	Week of 03/06-03/12						Week of 03/13-03/19						
				S	M	T	W	T	F	S	S	M	T	W	T	F
Charming, Belle ID: 243346	11/05/2016 Notes:	516115	25/Week		5	5	5	5	5			5	5	5	5	5

Provider Certification

- Filing a false claim to a state agency is a criminal act. The crime is a felony under 33 V.S.A. §143, §141, with a maximum penalty of up to 10 years in prison or a fine up to \$1,000 or twice the amount wrongfully obtained. The crime is also a felony under 13 V.S.A. §3016 with a maximum penalty of 5 years in prison or a fine of up to \$10,000, or both.
- DCC may take action against your child care license, registration, or Legally Exempt certificate if providing false information is substantiated.

I understand and agree to follow your understanding of the provider certification before submitting the attendance information.

The information I entered on this form is true, accurate, and complete.

You will receive an invoice number if your attendance was submitted successfully. If you did not receive an invoice number, click on attendance and invoicing to see if the invoice was submitted. If not, repeat the process from the beginning.

? Submit Invoice: Service Period 03/06/2016 to 03/19/2016

The invoice has been successfully submitted to the system. For your reference, the invoice number is listed below

Invoice No.:

653272

Invoice Details

Click the **Attendance & Invoicing** tab at the top of the page.

[Account Summary](#) [Provider Demographics](#) [Payment & Financial Info](#) **Attendance & Invoicing** [Resources](#) [Contact](#)

? Submit Invoice: Service Period 03/06/2016 to 03/19/2016

The invoice has been successfully submitted to the system. For your reference, the invoice number is listed below

Invoice No.: 653272

Scroll to the bottom of the page and you will see your recently submitted invoice. To view a complete breakdown of payment click the *Invoice No.*

Displaying last 5 invoices:

Page: 1 of 3 [\[next>\]](#)

Invoice No.	Service Period	Date Created	Type	Base Rate	Status	Date Paid
653272	03/06/2016 - 03/19/2016	05/13/2016	Attendance	\$78.40	Submitted	
632103	12/27/2015 - 01/09/2016	01/13/2016	Attendance	\$92.76	Paid	01/16/2016
630266	12/13/2015 - 12/26/2015	12/30/2015	Attendance	\$54.88	Paid	01/02/2016
628542	11/29/2015 - 12/12/2015	12/22/2015	Attendance	\$39.20	Paid	12/26/2015
622005	10/04/2015 - 10/17/2015	11/10/2015	Attendance-Adj	(\$12.42)	Posted	

To view the hours you submitted click **View Attendance.**

? View Details - Invoice No.653272

Service Period: 03/06/2016 - 03/19/2016
Invoice Created: 05/13/2016
Invoice Created By: [REDACTED]
Roster Received: 05/13/2016
Invoice Type: Attendance
Invoice Status: Submitted
Date Paid:
Invoice Description:
Invoice Amount: \$78.40
Net Amount: \$0.00

[Click here](#), for a description of each term.

[View Attendance](#)

Summary of Child Attendance Items

Displaying 1-2 of 2 Items

Child Name	Cert. No.	Service Period	Status	Base Rate	Quality Factor	Specialized Services	Copay	Adj	Net Amount
Charming, Belle	516115	03/06/2016 - 03/19/2016	Submitted	\$39.20	\$0.00	\$0.00	\$0.00	\$0.00	\$39.20
Charming, Belle	516115	03/06/2016 - 03/19/2016	Submitted	\$39.20	\$0.00	\$0.00	\$0.00	\$0.00	\$39.20

If you notice a mistake, please see our website on how to submit an adjustment.

? Attendance - Service Period 03/06/2016 - 03/19/2016

Select	Child Name	Elig Exp	Cert #	Cert Hrs	Week of 03/06 - 03/12							Week of 03/13 - 03/19						
					S	M	T	W	T	F	S	S	M	T	W	T	F	S
No	Charming, Belle ID: 243346	11/05/2016 Notes:	516115	25/Week		5	5	5	5	5			5	5	5	5	5	

[Return to Invoice Details](#)

Additional Information

Attendance Codes

Providers may use codes for times when a child is absent from the child care program. Coded days have a value of 5 hours. Approved codes are listed in the table below. **ARCC providers are not authorized to use coded days.**

Code	Reason To Use Code
P: Provider Closed Day	Use this code when you are closed on normal days of operation. To receive payment on state or federal holidays you must enter a “P”. Do not use this code for weekends if you do not normally provide care on the weekends. <u>Providers are granted 15 provider closed days a fiscal year.</u> Payment will be deducted from your invoice for any additional “P” days taken beyond your 15 allocated days.
S: Sick Child	Use this code when children are absent due to illness. Parent/guardian must verify that the child is on sick leave.
V: Child Vacation	Use this code when children are absent due to vacation. <u>Children are allowed 10 vacation days a fiscal year.</u> Parent/guardian must verify that child is on vacation.
H: Hold Placement	To hold an opening for a child with an “H” code, you need to contact your local community agency for approval.
N: No Notice	To use an “N” code when a child has stopped attending, you need to contact your local community agency for approval. If approved, the “N” code can only be used for one week.
*Fiscal year runs from July 1 st to June 30 th .	

Invoice Terms

Term	Description
Status	The current status of the payment to the provider. See statuses in chart to the right.
Base Rate	Amount paid by CDD based upon the client's subsidy percentage.
Quality Factor	Amount paid based on provider's STARS.
Specialized Services	If child qualifies for specialized services, invoices will show the additional payment.
Adjustment (Adj)	If any adjustments have been made to the attendance record, that amount is shown here.
Net Amount	Amount paid by the State, to the provider, on behalf of the parent.

Status	Definition
Submitted	CDD has received the attendance.
Preliminary Approval	1 st step of the payment process.
Posted	2 nd step of the payment process.
Processed	Final step before payment is issued.
Paid	Check has been issued. Date check/deposit is received will depend on Post Office or Bank.
Closed	No payment will be made.



Error Messages

Error Message	Solution
Missing provider rate agreement in the beginning of service period.	Before you can submit attendance we need a current <u>Provider Rate Agreement (PRA)</u> on file.
Please enter a valid attendance absent reason code for child ID. Or, LECC (now called ARCC) providers cannot use absent reason codes. If the child was not in attendance the field must be left blank or enter a zero for that child.	When entering attendance use only whole numbers. Do not use decimals (3.5), or ranges (7:30-4:30). Round up if necessary (3.5 to 4). Make sure you are using the approved <u>attendance codes</u> . Go through each box to make sure there are no spaces before or after the numbers or codes. It may be easier to just start fresh and reenter your attendance completely.
ARCC Providers Only: Total service hours exceeded certificate hours per week. Please enter valid attendance hours for Child ID.	You will need to adjust your attendance, so that it does not exceed the authorized hours. Please note that you cannot enter hours on days you did not work, or enter more hours than you worked in a day. Example: <i>If the authorized hours per week was 21, and you watched the child 8 hours Monday – Thursday, you would adjust the hours to 5 hours Monday – Wednesday, and 6 hours on Thursday.</i>
Please read and check the Provider Certification checkbox. Or, Invoice submitted twice.	The attendance has been canceled. You will need to resubmit it.

Troubleshooting

(Part 1 of 2)

Issue	Solution
Drop down box under Submit Invoice is not visible.	If it has been over 15 business days since you were approved to be an ARCC provider, or since you sent in your documentation (W-9, PRA, and/or Direct Deposit form) to provide care to families who receive financial assistance, please contact your local Community Agency.
The service period is not available.	There are two reasons why a service period may not be available: 1. The family has not completed their paperwork for child care financial assistance. Contact the parent to determine their eligibility status. 2. The attendance is older than 60 days. CDD requires providers to submit attendance within 60 days from the current service period. No payment for child care services will occur beyond this time period.
A child is not on your attendance invoice and should be; or a child is on your invoice and should not be.	Contact the Eligibility or CIS Specialist at your local Community Agency.

Troubleshooting

(Part 2 of 2)

Issue	Solution
The Child Care Financial Assistance Certificate (also known as subsidy voucher) is incorrect.	Contact the Eligibility or CIS Specialist at your local Community Agency.
There was a payment error.	<p>Check that the attendance entered into BFIS is correct. If you submitted incorrect attendance you will need to submit an adjustment.</p> <p>If codes were used, check that you have not exceeded the number of coded days available for use.</p> <p>Verify that the family's subsidy percentage has not changed. If a change has occurred, the parent is responsible for the difference in the total state rate paid and your provider rate.</p> <p>Verify whether a child had a birthday that now puts them into a different age group.</p>
You did not receive your check.	Contact CDD at 1-800-649-2642, press 0.

Contact Information & Resources

Contact Information

Child Development Division

280 State Drive

NOB 1 North

Waterbury, VT 05671-1040

800-649-2642

<http://dcf.vermont.gov/cdd>

Community Child Care Support Agencies

A list of our agencies, and their
contact information can be found on
our [website](#).

Resources

- To receive the latest news from CDD via email you can go to our [website](#), scroll to the bottom of the page, and click **SIGN UP!** under *CDD Email Updates*.
- For additional information about the Child Care Financial Assistance Program (CCFAP), and your responsibilities as a child care provider, please visit our [website](#).
- For additional BFIS trainings, please visit our [website](#).