

# Sign In & Out Reference Guide for Providers

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## REFERENCE(S):

*Rule 6M-4.502; Rule 6M-8.305 & Rule 65C-22.001 (10), Florida Administrative Code.*

**Know the requirements.** “Sign In and Out Requirements” may be found on the ELC provider portal and FOEL websites.

Ensure sign-in/sign-out requirements are included in the **information packet** you provide to parents at your center, family child care home, school, or school-age program.

**Review procedure** with parents, *and* other authorized persons picking up children regularly, during their first week in attendance.

**Alert parents** that they are responsible for informing other authorized persons picking up their children as to sign-in and sign-out requirements.

Some providers request parents sign a copy of the rules, as a way of **conveying to parents the importance of meeting the requirements on a daily basis**.

**Assign staff to enforce requirements daily**, on an ongoing basis. If you have a front desk person you might assign them the task; if not, you might have parents sign-in and sign-out in the classroom and have the classroom teacher or assistant review them each day.

**Review sign-in sheets to ensure child’s name matches the name on the child’s eligibility certificate.** Using nicknames is likely to result in a reimbursement adjustment during Attendance Processing and Monitoring.

**Review sign-in sheets routinely during program day** to ensure that every child in attendance was signed in earlier. If children are present and not signed in, **address the same day with parent/authorized person**, when picking up child(ren).

**Review sign-in/sign-out sheets routinely at the end of the program day** to ensure that every child was signed out. If children were signed in and not signed out, **address the next morning** with parents/authorized persons.

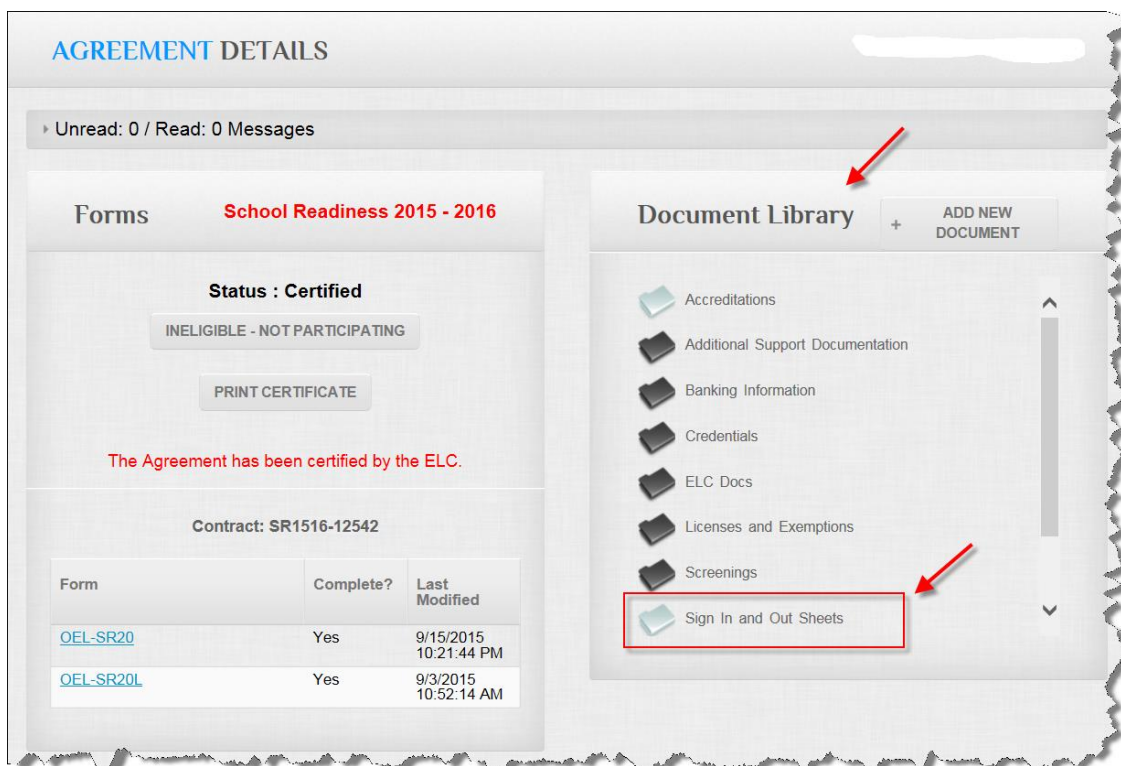
**Assign staff to secure the attendance verification / signature of parents of VPK students within 3-5 calendar days after the end of each month** on the Student Attendance and Parental Choice Certificate (Short Form or Long Form). You might assign this task to the VPK Instructor or VPK Secondary Instructor of each VPK class to ensure Short Forms / Long Forms are completed according to requirements.

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**Review with Staff all required attendance documentation, including sign-in/sign-out sheets, prior to submitting to the Coalition.** All required attendance documentation, including sign-in/sign-out sheets, are to be submitted via the Provider Portal, no later than the third business day of the month following the month for which reimbursement is requested. Incomplete documentation or attendance submitted without the accompanying sign-in/sign-out sheets will result in a delay in reimbursement until the following month. Any attendance documentation submitted more than a month late will not be honored.

To facilitate the process of uploading the sign-in/sign-out sheets, the Coalition has created an additional folder in your provider portal account. This folder is found under the Document Library labeled “Sign In and Out Sheets” (Please see below snapshot).



**File** completed sign-in/sign-out sheets by month, including electronic sign-in/sign-out sheets with parental signed confirmation. Separate and note sign-in/sign-out sheets for children in subsidized care. This will allow easy access to required sign-in/sign-out sheets for Attendance Processing and submission to the Coalition and for Monitoring audits, which are collected onsite, unannounced.

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Many providers also file a copy of their reimbursement reports for the same month with the sign-in/sign-out sheets for the same month. This allows providers a convenient way to ensure that sign-in/sign-out sheet for each child, for whom the provider was reimbursed, is easy accessible upon request by ELC for an Attendance Monitoring and audits.

In the absence of the owner or director, please **Inform** all staff who are responsible for the daily operation of the child care facility as to where the sign-in/sign-out sheets are stored, how they are organized and accessed, to ensure requested sign-in/sign-out sheets are accessible, submitted on time, and released when requested, for Attendance Processing and Validation, Reconciliation and (or) any Monitoring Audits.