



Daily Sign-In/Sign-Out Record and Invoicing Instructions

Parents will receive a master Daily Sign-In/Sign-Out Record (DSSR) for each child on the subsidized child care program. Parents and child care providers also have access to print DSSRs from the Parent and Provider Portals. The following information will be pre-printed on the DSSR: Provider/Payee, Address, Provider ID No., Provider Phone Number, Parent(s), Child, and Child ID No.

Parents will ensure that providers have copies of the DSSR each month for each child. This is the form that must be used for invoicing Early Care and Education (ECE) each month.

It is extremely important that the DSSR be completed timely and accurately. The DSSRs are the legal record of the child care services utilized. When information is missing or is entered incorrectly, reimbursement to the provider is delayed. Following are instructions on the method for completing the DSSRs to ensure the most accurate records are submitted for the child care services provided through the ECE programs.

Month/Year of Service: (located at the top of the DSSR) – Enter the month and year of service for which the DSSR is being submitted. *Please note that DSSRs missing month of service are not considered complete until the month of service can be determined.*

DSSRs must be completed daily and must reflect the actual hours of child care.

- DSSRs must not be completed in advance or at the end of the week or the month.
- The exact drop-off time of the child must be indicated as “Time In” at the beginning of the day by the parent, or other authorized adult who brings the child, thereby giving responsibility to the provider for the child.
- When the child is picked up at the end of the day, the parent indicates the exact pick-up time as “Time Out”, resuming responsibility for the child at that time.
- When an authorized adult, other than the parent, brings or picks up a child, the person must complete the “Time In/Out” sections of the DSSR. The parent is not to complete at a later date.
- The “In” and “Out” times must be in blue or black ink.
- The provider must not enter the “In” and “Out” times for the parent.
- To streamline processing, it is helpful if the times entered are indicated as a.m. or p.m.

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1	7:42 a.m.	4:52 p.m.			

When a school-age child leaves for school from child care and/or returns to child care after school:

- The time the child leaves for school and returns from school is to be completed by the provider.
- ECE cannot reimburse for the time the child is en route to and from school.
- The parent or authorized adult must still indicate the drop-off and pick-up times at the beginning and end of the day.
- This format is also used when a child leaves child care to participate in another program or activity during the day (for example: Head Start, State Preschool, music lessons, etc.).

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1	7:42 a.m.	8:05 a.m.	2:13 p.m.	4:52 p.m.	

When a child attends child care before school only: the parent or authorized adult will enter the time of arrival and the provider will enter the time the child left for school.

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1	7:42 a.m.	8:05 a.m.			

When a child attends child care after school only: the provider enters the time of arrival from school, and at the end of the day, the parent or authorized adult enters the time of pick-up.

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1			2:30 p.m.	4:52 p.m.	

When a school-age child is on a school-break or has a non-school day, the parent must complete the DSSR as follows:

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1	7:42 a.m.	4:52 p.m.			No School

Parents and providers are strongly encouraged to indicate whether all times on the DSSR are a.m. or p.m., but it is especially important when a child utilizes non-traditional hours of care.

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1	9:38 p.m.	3:27 a.m.			

Non-attendance/absence days must also be completed by the parent.

“In” and “Out” times will not be completed on the DSSR for any day the child is ill, on vacation, or otherwise not in attendance. When the child returns, the parent must complete the “Absence Reason” for **each day** the child was absent. It is the parent’s responsibility to report any absences of three days or more to ECE.

When a child is absent (examples)

Illness Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1					Child Ill

Parent Vacation/Holiday:

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1					Parent Vacation

Provider Vacation/Holiday/Closure:

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1					Provider Closed

Other Absences (list specific reason):

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1					Day with Grandma

Child Care Hours Must be Approved by Early Care and Education

The certified hours of care a child may receive are authorized by ECE at the time a family enters the program, when recertified, or as requested by the parent. These approved hours are indicated on the Child Care Certificate. If the certified hours no longer meet the family need, the parent may contact the office to request a change. If the hours of child care are consistently longer or shorter than the Certificate states, ECE may contact the parent to determine if the authorized services need to be reviewed.

Example:

Date	Time In	Time Out	Time In	Time Out	Absence Reason
1	7:42 a.m.	8:08 p.m.			Worked Late

Provider Invoicing/Family Fee Receipt:

The provider must complete this section before submitting the DSSR for reimbursement.

Provider Invoicing/Family Fee Receipt MUST be Completed for Reimbursement Processing	
Calculation of Provider Requested Rate(s)/Other Fees:	+ \$
	+ \$
State Family Fees Received, if applicable. Date Paid:	- \$
Total Provider Invoice:	= \$

Calculation of Provider Requested Rate(s)/Other Fees: The provider must use this section to list their requested billing for the services provided, based upon their rates or the maximum family benefit-level as listed on the Child Care Certificate, whichever is less. There is space available to complete calculations and two spaces available to list totals for the calculations and/or other fees being requested. If more space is needed to show calculation of the requested rates, the back of the DSSR can be used for this purpose. Other fees are considered registration and/or materials fees that may be reimbursed as part of the family benefit-level.

- If the days and hours of utilized service are broadly consistent with the certified days/hours of care, as listed on the Child Care Certificate, provider reimbursement is based upon the family benefit-level or the provider requested rate/invoice, whichever is less.
- If the family has a variable/unpredictable schedule, or utilized services are to be reimbursed on a “pay actual” basis, provider reimbursement is based upon the actual days and hours of care utilized, not to exceed the maximum certified days/hours of care, as listed on the Child Care Certificate.
- State Family Fees Received: The provider must complete this section for any families who are required to pay State Family Fees as part of the subsidized child care program. The provider must complete the date that the parent paid the assessed State Family Fee and list the total amount paid by the parent. Specific instructions for the calculation of the State Family Fee are provided on the State Family Fee Instructions sheet. If you do not have this sheet, please request one from ECE.
- Total Provider Invoice: The provider completes this section to indicate the total billing for services provided for the child. The total is calculated by adding together the provider requested rate(s) and other fees for services, and then subtracting any State Family Fees paid by the parent. The remaining balance is the Total Provider Invoice being requested for reimbursement through ECE.

Signatures at the Bottom of the DSSR:

- The parent and provider are each required to sign his/her full, legal signature, in blue or black ink, at the bottom of the DSSR.
- The parent may not have an authorized representative sign this document on his/her behalf.
- The DSSR is signed under penalty of perjury, and the parent and provider are required to review the DSSR for accuracy and completeness before signing.
- If a DSSR is missing the parent signature, and the provider cannot reach the parent to obtain the signature, the provider must document (on the back of the DSSR) their attempt(s) to make contact with the parent to obtain the missing signature. The documentation must include date(s), time(s), and communication method(s) used to try to contact the parent. Example: 8/12/20 11:43am left message on voicemail; 8/13/20 2:15pm sent email to parent@email.com; 8/14/20 9:21am sent text message.
- Please note that, if a parent or provider signature is missing from the bottom of the DSSR, the DSSR is not considered complete until the missing signature is obtained.

Submitting DSSRs and Late Receipt of DSSRs:

Original DSSRs are due to ECE after services for the month have been concluded. Providers are strongly encouraged to maintain copies of any submitted DSSRs. Upon receipt of a **complete** DSSR, ECE will process reimbursement within 21 calendar days of receipt. If a child care provider has not received reimbursement within this timeframe, the provider may contact ECE via e-mail at providerpayments@rcoe.us to verify the DSSR has been received and reimbursement has been processed. Please note that the 21-day timeframe does not begin until the DSSR is considered complete.

Original DSSRs should be received in ECE, at the address below, after all child care services for the month have concluded:

Riverside County Office of Education
Early Care and Education
P.O. Box 868
Riverside, CA 92502-0868

DSSR Review Checklist

- Is there one DSSR being submitted for each child receiving subsidized child care services?
- Are the original DSSRs being submitted to ECE?
- Are DSSRs completed in blue or black ink?
- Were DSSRs completed on a daily basis, as services were provided? If the DSSRs are obviously completed all at one time or completed by the provider instead of the parent, this may delay reimbursement to the provider.
- Do the "In" and "Out" times record exactly each time the child arrived and left on each day?
- Are specific reasons for absence noted on **each day** of absence? Parents and providers must contact ECE if a child has been out of care for three, or more, consecutive days.
- Is the Provider Invoicing/Family Fee Receipt section completed? The provider must complete this section for reimbursement to be processed by ECE.
- Is the Family Fee Receipt complete for any families responsible for paying State Family Fees?
- If parent signature is missing on the DSSR, has/have the attempt(s) to contact the parent for signature been documented on the back of the DSSR prior to submission?
- Are the DSSRs free from highlighter and/or correction fluid/tape (i.e.: Wite-Out)?
- Have the parent and provider reviewed the DSSRs for completion and accuracy before they are submitted to ECE for reimbursement? Incomplete or incorrect DSSRs will be reviewed and missing information and/or errors will delay reimbursement to the provider. The parent may be responsible to reimburse the provider for any days/hours of care that could not be reimbursed by ECE due to incomplete/incorrect information on the DSSRs. No corrections may be made after the documents have been submitted to ECE for reimbursement.
- The provider should make copies of all DSSRs for their records.
- Is the address the DSSRs are being sent to: Riverside County Office of Education
Early Care and Education
PO Box 868
Riverside CA 92502-0868

If you have any additional questions, please feel free to contact your Child Care Liaison at: (951) 826-6655