

VA-ECC VENDOR ATTENDANCE REPORT

Email attendance reports to: Vendor.services@dss.virginia.gov

Please read all instructions before submitting manual attendance. Detailed instructions are on Page 2.

Vendor ID:		Service Period Start Date:	
Vendor Name:		Service Period End Date:	
Vendor Address:		Case Number:	
City, State, ZIP:		Parent's Name:	
Administrator:		Child Client ID:	
Vendor Phone:		Child's Name:	

The Vendor Attendance Report (Manual Attendance) must indicate a valid reason for manual attendance submission as shown below and be received by VDSS within 30 days of the service date or this form will not be processed or returned.

Valid Manual Attendance Submission Reasons (Must select one):

- POS/IVR** (Parents should use the IVR if a POS Device is not available):
 - For an Unresolved Error Message or malfunctioning/damaged device, include message (if applicable) and the date the issue was reported to the Conduent Call Center at 877-918-2776: _____.
 - If the vendor does not have a POS Device, please indicate the date the POS was ordered: _____.

- VA-ECC Card:** If parents have not been issued their VA-ECC swipe card, they should contact their case manager to obtain the information needed to manually enter attendance into the POS device or IVR.
 - Required Information: Date card was requested. _____.
 - The VaECC card, once ordered, will be available within 7-10 business days. The Case Manager should be notified if the VaECC card is not received within that time period.
 - Parents are required to enter attendance by POS or IVR by back swiping up to the previous 8 days once the card is received.
 - Parents who have been issued a VaECC card are required to record attendance by POS or IVR. Manual attendance submitted for parents/families who are not recording their attendance by POS or IVR but have been issued a VaECC card is not a valid reason for manual attendance submissions.

- Retroactive Authorization:** If the case manager issues a Purchase of Service Order with an effective date prior to the eight-day back swipe period then attendance can be entered manually. This is not a common occurrence.

Date	Day	Attendance Code	Time In	Time Out	Total Hours

Attendance Codes:

ATT=Attendance

AFD=Absent (Full Day)

APD=Absent (Part Day)

HFD=Holiday (Full Day)
Vendor is authorized to be paid for Holidays.

HPD=Holiday (Part Day)
Vendor is authorized to be paid for Holidays.

I certify that this statement of services provided is an accurate and true record of attendance. I understand that I can be prosecuted for fraud if this is a false statement.

Parent Signature/Date: _____ / _____ **Vendor Signature/Date** _____ / _____

VA-ECC VENDOR ATTENDANCE REPORT

Instructions for Completion of VA-ECC Vendor Attendance Report

Each line must be filled out per instructions

1. Vendor information
 - a. Vendor ID – your 9 digit Vendor ID from your Purchase of Service Order
 - b. Vendor Name – Enter the name of the business
 - c. Vendor Address- street address of the center or home where the care is provided
 - d. City, State, Zip Code where the care is provided
 - e. Administrator- Child Care director or authorized representative to contact
 - f. Vendor Phone- Child care phone number
2. Service Period – Please indicate the first and last dates for which you are requesting payment. Do not include services for more than one month on the same form.
3. Parent Information
 - a. Case Number- 9 digit Case Number from your Purchase of Service Order
 - b. Parent Name- first and last name of the child’s parent/guardian
4. Child’s Information
 - a. Child Client ID: 10 digit child Client ID number from the Purchase of Service Order
 - b. Child’s Name- first and last name of the child (one child per form)
5. Valid Manual Attendance Submission Reasons: (Please see valid reason descriptions on the front of the attendance form)
 - a. VA-ECC Card issues
 - b. POS/IVR
 - c. Retroactive Authorization – Effective begin date on Purchase of Service Order is more than 8 previous days.
6. Attendance Report Details
 - a. Date - Enter each date of service
 - b. Day - Enter the day of the week the service was provided
 - c. Attendance Code - Enter the appropriate 3-letter code (ATT, AFD, APD, or HPD). See code definitions on # 7 Attendance Codes below.
 - d. Time In - Enter the time the care began. Hour and minute, AM/PM,
 - e. Time Out - Enter the time the ended. Hour and minute, AM/PM,
 - f. Total Hours - Enter the total hours and minutes for each day the child was in care
7. Attendance Codes
 - a. ATT - Attendance; must enter Time In, Time Out and Total Hours
 - b. AFD - Absent (Full Day); child was absent, vendor was open, child was authorized and expected to attend full day (5 or more hours)
 - c. APD - Absent (Part Day); child was absent, vendor was open, child was authorized and expected to attend part day (less than 5 hours)
 - d. HFD - Holiday (Full Day); vendor was closed, vendor charges parents for days they are closed due to state paid holiday as per schedule. Vendor is authorized to be paid for Holidays.
 - e. HPD - Holiday (Part Day); vendor was closed, vendor charges parents for days they are closed due to holiday, and the child is authorized for Part Day care. Vendor is authorized to be paid for Holidays.
8. Parent and Vendor Signatures and Dates
 - a. Attendance reports must have both a parent and a vendor signature. Lack of both parent and vendor signatures may result in rejection of the attention report. If parent is not available to sign the form after multiple attempts, include “parent not available to sign” on the signature parent line. This should be a rare accordance. All attendance must be received within 30-days of the service period.
 - b. Asking a parent to sign blank attendance forms will result in the vendor’s termination from program participation.
9. Maintain a copy of the completed manual attendance reports for your records.
10. For further information regarding manual attendance usage, please review sub-section 9.6 of the Vendor Agreement. If you have questions, please contact vendor.services@dss.virginia.gov.
11. Incomplete or illegible forms will not be processed.

**Email completed attendance report to:
vendor.services@dss.virginia.gov**