

Service Month & Year must be entered. One month per timesheet.

Child Care Attendance and Provider Reimbursement Timesheet

Service Month: _____ Year: _____

Time Entered in NCCS
 Actual Schedule

Provider Information:

Name: _____ Tax ID: _____ Phone: _____
 Mailing Address: _____

Provider name, mailing address, and ID/Social must be on the timesheet.

Client/Child Information:

Child Name: _____ Child UPI: _____
 Client Name: _____ Client UPI: _____

1 Child per timesheet, Client/Child name & UPI used to identify.

Client/Child Schedule this Month:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2	X						
Week 3							
Week 4		X					
Week 5							

Place a mark in the box for days attended each week of the month. Enter any special notes.

School Bell Schedule (if applicable):

Mon	Tues	Wed	Thurs	Fri
8:30				
2:40				

School Age children must have bell times entered.

Schedule Notes:

Date	Day	Over night	Time In	Time Out	Time In	Time Out	Total Hours	Absent *	Initials	Date	Day	Over night	Time In	Time Out	Time In	Time Out	Total Hours	Absent *	Initials	
1	M		9:00 AM	9:00 PM						17										
2	T									18										
3	W									19										
4	R	X	10:00PM	2:30AM																
5	F																			
6																				
7			6:00AM	8:30AM	3:30PM	5:30PM	4.5			24										
8										25										
9										26										
10										27										
11										28										
12										29										
13										30										
14										31										
15																				
16																				

AM/PM must be indicated as day will be denied if not marked.

Child was dropped off at 10pm on the 6th and picked up at 2:30 am on 7th. Times must be entered on the same line. The child does not need to be clocked out at 11:59 pm and in at 12:00 am. This would result in an overpayment.

Date

Total Hours

School aged children must be signed in when parent drops off and signed out when they are dropped off at school by the provider. They must be signed in when they are picked up from school by the provider and signed out when parent takes the child. **note: children who attend an accredited in-center kindergarten or are home-schooled must also be signed in/out for school.

Days that a child does not attend must have a D (for Discretionary Day) marked in the absent box along with parent initials. This is used for Holidays, Sick Days and Vacation. Un-enrolled is used when the child is no longer attending the center, payment stops.

D

Discretionary Day = D Un-enrolled = U Loss of Contact = L Closed = C

This Timesheet must be completed by the client daily with in and out times for all days the child was in attendance. If a discretionary day is used, a "D" must be placed in Absent Reason box and the client must initial that day. Any other absences to the Client/Child Schedule above must be indicated by an Absent Reason code (these do not need initials). All Timesheets must be submitted to the appropriate child care office no later than thirty days following the month of service. Timesheets submitted after thirty days are subject to non-payment.

We, the undersigned, certify the information may be audited of Nevada, Division of Welfare and Supportive Services or its designee's and that any incorrect benefits paid will be recovered.

Must have signature of client and provider along with date signed.

Client Signature _____ Date _____ Provider Signature _____ Date _____

Is the client's co-payment current? Yes No- Balance \$ _____ Bill Annual Fee- Amount: \$ _____ Bill Registration Fee- Amount \$ _____

Registration/ Annual Fee: One \$40.00 fee per child per calendar year.

Notification of client's copy.

Timesheets must be turned in to LVUL Early Childhood Connection no later than 30 days after the month of service. Timesheets can be mailed, emailed faxed or dropped off at this location.



Southern Nevada
 Las Vegas Urban League
 Early Childhood Connection
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