

## INSTRUCTIONS FOR COMPLETING THE JFS 01261, PUBLICLY FUNDED CHILD CARE MANUAL CLAIM FOR ATTENDANCE

*The purpose of this form is to submit attendance to the County Department of Job and Family Services (CDJFS) for publicly funded child care when the electronic swipe card or POS device is not available. Complete and submit this form to the CDJFS. This form is submitted after the back swipe period and prior to payment. Only submit one form per week of service. Below describes information needed on the JFS 01261 in order for CDJFS to process a manual claim for attendance, forms with incomplete or inaccurate information will be returned.*

Section	Instructions for the Section
<b>Section I.</b>	Provider completes this section
Provider Name	List your information as it appears on your License or Certificate.
*Provider ID Number	Provider ID Number can be found on your License, Certificate, PWeb (Provider Profile Screen) and the CCIDS Provider Portal.
*Authorization Number	This number can be found on the PWeb (Provider Profile Screen). Select Authorizations button.
*Caretaker First Name	List the Primary Caretaker's First Name on the case.
*Caretaker Last Name	List the Primary Caretaker's Last Name on the case.
Case Number	This 10 digit number can be found on the JFS 01143 and on the PWeb.
Child First Name	List the first name of the child for whom claim is being submitted.
Child Last Name	List the last name of the child for whom claim is being submitted.
*Child ID Number	This 12 digit number can be found on the JFS 01143 as part of the authorization information.
<b>Section II. Reason for Manual Claim</b>	<b>Note:</b> claim not valid if caretaker was able to swipe during the back swipe period.
Authorization prior to back swipe period	A provider is notified of an authorization on the JFS 01143 with a begin date prior to the caretaker having the ability to back swipe.
State Hearing decision	Provider is submitting claim due to the decision of a State Hearing.
POS device not installed	Provider does not have a POS device installed and caretaker is unable to swipe attendance.
Caretaker awaiting swipe card	Caretaker has not received a swipe card and is unable to swipe attendance.
Caretaker withdraws without notice	Caretaker either swipes in and does not swipe out or does not swipe in and does not return to the provider's care.
Caretaker failure to swipe	Caretaker does not use swipe card to record attendance or swipe error not corrected.
<b>Section III. Addition Information</b>	Provider to include details regarding manual claim.
<b>Section IV. Absent Day</b>	If claiming an absent day(s), enter Sunday begin date (MM/DD/YYYY) of the week of service you are submitting. Check applicable boxes and enter date (MM/DD/YYYY) for each absent day.
<b>Section V. Attendance</b>	Enter Sunday begin date of the week of service you are submitting. List in and out times in format of HH:MM for each day of attendance. Check the AM or PM indicator.
<b>*Section VI. Signatures</b>	All signatures are required. Caretaker signatures are not required if caretaker withdraws without notice or provider only submits absent days.
<b>Section VII. For County Use Only</b>	Provide details regarding claim as needed. Check if manual claim is denied and list reason.

\*Required for submission