

Child Care Attendance Correction Request for Outside of Milwaukee County

Purpose: This form is used by Wisconsin Shares local agency workers to communicate the error(s) made in reporting child care attendance by child care providers and to request that the child care provider correct the error.

Objective: To ensure appropriate payment to child care providers for services provided by reducing the amount of errors made when reporting child care attendance on the attendance report form.

Today's Date: _____ Provider No. / Loc.: _____ / _____

Provider Name: _____

Dear Child Care Provider:

The following error(s) were found during the review of attendance period ____/____/____ to ____/____/____.

- Provider failed to complete all required areas on the attendance report form
- Certified provider failed to send an enrollment form when the child care enrollment exceeded six (6) children
- Attendance report consisted of errors in one or more of the following:
 - Incomplete attendance recording
 - Blanks left on attendance report forms
 - Form is unreadable
 - Rounding errors
 - School banking hours calculated incorrectly and / or used in error
 - Did not indicate am / pm
 - Attendance period over 90 days must provide sign in / out sheets
- Other – Specify: _____

NOTE: Attendance Report forms must be resigned and redated before resubmitting. Please make the appropriate correction(s) and return to the local county agency. Failure to do so will cause a delay in processing your attendance which will delay your payment.

Date mailed to provider: _____

Name – Child Care county corker: _____

Date correction received from provider: _____