



Child Care Scholarship Program FY 2020-2021 Attendance Worksheet Due Date Calendar

Updated 6/1/2020

Attendance Delivery Options

① FAX

919-403-6959

Attn: Scholarship

Using other CCSA fax #s will not guarantee on-time delivery to the Scholarship program and could affect your payment.

② SCAN & E-MAIL

Using either a traditional flat-bed scanner or a scanning app on your mobile device, please ensure all details from facility name through your signature and date are visible and easy to read. Then e-mail your scan to...

scholarship@childcareservices.org

—OR—

③ MAIL or DROP OFF

1201 S. Briggs Ave., Suite 200

Durham, NC 27703

Orange County providers may drop off attendance worksheets at the Chapel Hill office at 1829 E. Franklin St., Bldg 1000 by noon on the due date.

Attendance Due Date Calendar

	Attendance Sheets for the month of...	are due <u>by NOON</u> on or before...	for this total # of days**
2020	July	7/21/2020	23
	August	8/19/2020	21
	September	9/17/2020*	22
	October	10/20/2020	22
	November	11/17/2020*	21
	December	12/14/2020*	23
2021	January	1/20/2021	21
	February	2/17/2021	20
	March	3/19/2021	23
	April	4/20/2021	22
	May	5/14/2021*	21
	June	6/15/2021*	22

***Please note earlier than typical due date.**

All dates subject to change. Notice will be given if changes are made.

Late worksheets will be processed in the next cycle of payments.

****This column indicates the total number of business days for a given month.**

Record this number in the "Total # Days" column on the attendance worksheet.

The number of days present, absent, and closed for each child's claim should equal this number unless the child's contract did not cover the full month.