

Child Care Financial Assistance Program

Attendance Code Guidance

Regulated child care providers who serve children receiving child care financial assistance will enter letter codes into their child care attendance within the Child Development Division Information System (CDDIS) in place of hours of care when a child is absent or when the program is closed on normal days of operation.

Approved Relative Child Care (ARCC) providers are not eligible to use codes. If a code is entered, no payment will be made for that day. Not using the proper code may result in non-payment. Please contact your local Community Child Care Support Agency if you have questions about using a code. Please contact the CDDIS Help Desk if you have questions about code usage for the year. Please refer to CDD.1205 Attendance Code policy for further information.

Code	Reason for code
P: Provider Code	<p>Use the “P” code when a child care provider is closed on normal days of operation for any reason, including provider vacation days, state/federal holidays, professional development days, and illnesses. Do not use this code for weekends if the child care provider does not normally provide care on the weekends.</p> <p>Providers are granted 30 provider closed days, calculated from July 1st through June 30th each year. Payment will be deducted from provider invoice for any additional “P” days taken beyond the 30 allocated days. Providers may request additional provider closed days through your local Community Child Care Support Agency for exceptional circumstances.</p>
C: Child Absence Code	<p>Use the “C” code when a child is absent on a day they are scheduled to attend care. The child absence may be for any reason, including sick days, extended temporary absences, and unexplained absences.</p> <p>Effective January 25, 2026, each child is granted 40 absence days, calculated July 1st through June 30th each year. Payment will be deducted from the provider invoice for any additional “C” days taken beyond the child’s 40 allocated days. Families may request additional child absence days through your local Community Child Care Support Agency for exceptional circumstances.</p>
N: No Notice Code	<p>Use the “N” code when a child has stopped attending and the primary caretaker did not give notice. A child care provider must contact the local Community Child Care Support Agency for approval.</p> <p>The “N” code may only be used for up to two weeks. Use of this code for payment must be approved by the Child Care Financial Assistance Program Unit at the Child Development Division. If the family gave one week of notice, only one additional week of pay will be approved as No Notice.</p>