

CDD.1205: Attendance Codes

Category: Child Care Financial Assistance Program (CCFAP)

Authority: Vermont Act 76 of 2023; 33 V.S.A. § 3514

Last revised date: 06/30/2024

Effective date: 01/25/2026

Overview

Regulated child care providers who serve children receiving child care financial assistance **must** use attendance codes in the Child Development Division Information System (CDDIS) as outlined in this policy.

Updates

This document has been updated to reflect the following changes:

1. Increased allowable child absence days from 30 to 40
2. Fixed grammatical errors
3. Removed the phrase 'but not limited to' as the term 'includes / including' already indicates a non-exhaustive list

All changes are highlighted in gray below.

Policy

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

Procedure

1. Approved attendance codes include:
 - a. **P** – Provider Code
 - i. The provider will use the “P” code when a provider is closed on normal days of operation for any reason, including provider vacation days, state/federal holidays, professional development days, and illnesses.
 1. Do **not** use this code for weekends if the child care provider does **not** normally provide care on the weekends.

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- ii. Providers are granted 30 provider closed days, calculated from July 1st - June 30th each year.
- iii. Payment will be deducted from provider invoice for any additional “P” days taken beyond the 30 allocated days.

b. **C – Child Absence Code**

- i. The provider will use the “C” code when a child is absent on a day they are scheduled to attend care whether or not the primary caretaker provided notice of their child’s absence.
- ii. The child absence may be for any reason, including sick days, extended temporary absences, and unexplained absences.
- iii. Each child is granted ~~30~~40 absence days, calculated July 1st - June 30th each year.
- iv. Payment will be deducted from the provider invoice for any additional “C” days taken beyond the child’s ~~30~~40 allocated days.

c. **N – No Notice Code**

- i. The provider will use the “N” code when a child has stopped attending and the primary caretaker did **not** give notice.
- ii. The provider **must** contact the local Community Child Care Support Agency for approval.
- iii. The “N” code may only be used for up to two weeks. Use of this code will only be paid if it has been 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.

2. Requesting additional closure or absence days:

- a. A provider may request additional provider closed days through an eligibility specialist if a child care provider exceeds their 30 provider closed days per year due to natural disasters or other exceptional circumstances.
- b. A primary caretaker may request additional child absence days through an eligibility specialist if a child exceeds their ~~30~~40 absence days per year due to exceptional circumstances. Circumstances may include: ~~but are not limited to:~~
 - i. a caretaker’s job loss
 - ii. break in school schedule
 - iii. substance abuse treatment
 - iv. homelessness
 - v. domestic violence situations

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- vi. out of state mandatory court ordered visitation
 - vii. transportation problems.
3. Approved Relative Child Care (ARCC) providers are **not** eligible to use codes.
 - a. No payment will be made if an ARCC provider enters a code.
 4. The [Community Child Care Support Agencies](#) will provide assistance with any additional code questions.
 5. The [CDDIS Help Desk](#) will provide assistance with specific provider code usage questions.
 6. Coded days count as 5 hours daily for school-aged children when used on part-time/full-time (PT/FT) certificates.
 - a. If the child was present or registered for full-time hours during a week and codes are used, please refer to additional training materials on the Child Development Division website.
 - b. Coded days on variable certificates will pay a part-time daily rate.