.VERMONT
DEPARTMENT FOR CHILDREN AND FAMILIES
CHILD DEVELOPMENT DIVISION

Regulated child care providers who serve children receiving child care financial assistance can 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.

Code	Reason to Use Code
P: Provider Code	Use the "P" code when you are closed on normal days of operation for any reason, including provider vacation days, state/federal holidays, professional development days, and illnesses (including COVID). Do not use this code for weekends if you do not normally provide care on the weekends. **Providers are granted 30 provider closed days, calculated from July 1st - June 30th each year.** Payment will be deducted from your invoice for any additional "P" days taken beyond your 30 allocated days.
S: Sick Child	Use this code when children are absent due to illness or a medical appointment. The parent/guardian must verify that the child is sick or attending a medical appointment. Please enter a note on the attendance if the child is sick for more than one week.
V: Vacation	You may use this code when parents/guardians notify you that their child is absent due to vacation. **Each child is granted 20 vacation days, calculated July 1st - June 30th each year**. Payment will be deducted from your invoice for any additional "V" days taken beyond the child's 20 allocated days."
H: Hold Placement	To hold an opening for a child with an "H" code, you must contact your local Community Child Care Support Agency for approval. 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. **Please Note:** "**H**" should NOT be used to indicate when you are closed for a Holiday. Instead, use "**P**" for Provider Closed.
N: No Notice	To use an "N" code when a child has stopped attending, and the **parent/guardian did not give notice**, you must contact your local Community Child Care Support Agency for approval. The "N" code may only be used for one week. 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.

*   Coded days count as 5 hours daily for school-aged children when used on part-time/full-time (PT/FT) certificates. If the child was present or registered for full-time hours during a week and codes are used, please refer to CDDIS Attendance Report: Attendance Entry FT/PT (page 16) for more information.

*   Coded days on variable certificates will pay a part-time daily rate.