

# Child Care Financial Assistance Attendance Codes

## Effective June 30, 2024

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
C: Child Absence Code	<p>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. The child absence may be for any reason, including sick days, vacation, extended temporary absences, and unexplained absences.</p> <p><b>Each child is granted 30 absence days, calculated July 1<sup>st</sup>- June 30<sup>th</sup> each year.</b> Payment will be deducted from the provider invoice for any additional “C” days taken beyond the child’s 30 allocated days. Families may request additional child absence days through your local <a href="#">Community Child Care Support Agency</a> for exceptional circumstances.</p>
P: Provider Code	<p>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.</p> <p><b>Providers are granted 30 provider closed days, calculated from July 1st - June 30th each year.</b> Payment will be deducted from your invoice for any additional “P” days taken beyond your 30 allocated days. Providers may request additional provider closed days through your local <a href="#">Community Child Care Support Agency</a> for exceptional circumstances.</p>
N: No Notice	<p>To use an “N” code when a child has stopped attending, and the <b>parent/guardian did not give notice</b>, you must contact your local <a href="#">Community Child Care Support Agency</a> for approval. The “N” code may be used for up to two weeks. If the family gave one week of notice, only one additional week of pay will be approved as No Notice. 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.</p>

\* 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.