

Provider Name	Ima Werking-Alott Provider ID 1234	Provider ID	1234	Month/Year July 2077	uly 2077
County	Hamilton		Weekend Dates	7/7,7/14,7/21,7/28	8
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wed 8/2018 Week-End Claim Form Sign-In Revier To submit by email: 4cfoodprogram@4cforchildren.org To submit by fax: 513-758-1321Ø DO NOT TEXT OR EMAIL TO YOUR INDIVIDUAL SPECIALIST



Weekend Claim Form Sign-In | Parent Signatures

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To submit by email-4ctoc/program@4cforchildren.org To submit by fax: b13-758-1321Ø DO NOT TEXT OR EMAIL TO YOUR INDIVIDUAL SPECIALIST

Week-End Claim Form Sign-In Reviewed 8/2018

Required Information for Weekend Care

#1 Notify 4C each week

A phone call, fax or email needs to be given anytime Monday through Friday and received **before 3:00 pm on Friday** prior to the weekend you are doing care.

<u>4cfoodprogram@4cforchildren.org</u> or call 513-758-1337 or fax 513-758-1321 Ø DO NOT TEXT OR EMAIL TO YOUR INDIVIDUAL SPECIALIST

What you need to tell us:

- Provider Name
- Caring for children on Saturday, Sunday or both days
- The actual dates for the weekend providing care

By notifying us **each week**, this lets us know you anticipate doing care for the particular weekend.

#2 Submit Weekend Sign-In Sheet within two days after the last weekend day you provide care for the month

In order for 4C for Children to verify weekend care and provide reimbursement:

- Parents must sign the weekend sign-in sheet
- The document must be <u>completed in full</u>: date each weekend, time in and out, and phone numbers. (No Blank spaces or will be DENIED)
- Weekend sign-in sheets must be turned in monthly via email, fax, mail, or drop off.

This form is required by Ohio Department of Education to verify you had children for the weekends. If this form is received after the final claim for the month has been processed, it will be denied!

*You can request a word document of the weekend sign-in sheet so you can save it in your computer.

When you save it in your computer, you can type in the names of the children (put all children in one family on one line – so the parent only has to sign once) and type all the phone numbers and save the completed form in your computer; then when you are ready to print - type in the dates specifically for the date of that weekend. Then all you will need is the actual parent signature so it will save a lot of time – not needing to handwrite all of the other info in each time.

To submit by email: 4cfoodprogram@4cforchildren.org To submit by fax: 513-758-1321 Ø DO NOT TEXT OR EMAIL TO YOUR INDIVIDUAL SPECIALIST