



Weekend Claim Form Sign-In | Parent Signatures

Provider Name County	Ima Werking-Alott Hamilton	Provider ID Weekend Dates	1234 7/7,7/14,7/21,7/28	Month/Year July 2077
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Please return this form two days after the last weekend day you provide care for the month

Date	Children's names	Time In	Time Out	Parent Signatures	Phone Numbers
7/7/2077	Megan & Richie Miller	9am	4:15pm	<i>Kitty D'Neen</i>	work 123-4567 home 123-4567
7/7/2077	Megan & Richie Miller	8:45am	4pm	<i>Kitty D'Neen</i>	work 123-4567 home 123-4567
7/14/2077	Megan & Richie Miller	9am	4:15pm	<i>Kitty D'Neen</i>	work 123-4567 home 123-4567
7/14/2077	Megan & Richie Miller	8:45am	4pm	<i>Kitty D'Neen</i>	work 123-4567 home 123-4567
7/21/2077	Megan & Richie Miller	9am	4:15pm	<i>Kitty D'Neen</i>	work 123-4567 home 123-4567
7/21/2077	Megan & Richie Miller	8:45am	4pm	<i>Kitty D'Neen</i>	work 123-4567 home 123-4567
7/28/2077	Megan & Richie Miller	9am	4:15pm	<i>Kitty D'Neen</i>	work 123-4567 home 123-4567

To submit by email: 4cfoodprogram@4cforchildren.org

To submit by fax: 513-758-1321 DO NOT TEXT OR EMAIL TO YOUR INDIVIDUAL SPECIALIST Week-End Claim Form Sign-In Reviewed 8/2018



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7/14/2077	Megan & Richie	8:45am	4pm	<i>Kitty D'Neen</i>	work home home
7/21/2077	Megan & Richie	"	"	<i>Kitty D'Neen</i>	work home home
7/21/2077	Megan & Richie Miller	"	"	<i>Kitty D'Neen</i>	work home home
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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.

4cfoodprogram@4cforchildren.org 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 completed in full: 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.

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