

Weekend/Holiday Sign In/Out Sheet Instructions:

1. If weekend or holiday care is performed in your child care, you will need to use and submit a form for each family. If there are more than four children per family an additional form should be used.
2. When a child is dropped off at child care for the day on a weekend or holiday the parent must sign the child in supplying all information requested on the form. (Date, Child's Name, Time In, Phone number.)
3. When a child is being picked up from child care for the day on a weekend or holiday the parent must sign the child out supplying the remainder of information requested on the form. (Time Out) Both times must be listed in order to receive credit for the date. Notes about overnight stay are not acceptable; exact times are required.
4. Providers will need to document their own children as well as their foster children on a form.
5. A parent will need to sign, list their phone number and date each log before it can be submitted to the office. Do not allow parents to sign logs until 'AFTER' all care has been provided. An incomplete log or a log that was signed pre-care will not be processed.
6. EACH month make a copy of this form(s) for your records. **Forms must be legible in order to be processed.*
7. EACH month submit the originals attached to your Claim Information Form and Claim.
8. Providers who claim online will also need to complete these forms, keep copies for their records and mail the forms into the Columbus Office by the second of each month.

Weekend/Holiday Log can be faxed or emailed

Fax: 614-396-7625

Email: ecnedocuments@childrenshungeralliance.org

**If a claim is submitted without the Weekend/Holiday Forms all Weekends and Holidays claimed for the month will be disallowed. If the provider can provide the agency with the weekend/holiday logs the provider might then be eligible for an adjustment. An adjustment request would have to be filed before the adjustment period is closed. No adjustments will be made to closed claim months.

**Modified Weekend/Holiday Logs will not be accepted.

**Providers should use a new form each month. Parents should sign after all care has been provided. Incomplete logs will not be processed. ALL information is required, including date and phone number. Missing signatures, phone number and date will prevent processing of the document.

*If a new weekend/holiday log is needed they are available at:
www.childrenshungeralliance.org in the Provider Services section.

Holidays that apply are: Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Memorial Day Independence Day and Labor Day.

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