



ATTENDANCE EXEMPTION REQUEST

Site Information: _____

Date of Request: _____

Person Completing Request: _____

Date(s) exemption is requested (mm/dd/yyyy): _____

Did you notify the IDHS Liaison? Yes No Date of notification: _____

Exemption Reason: _____ Other: _____

Documentation of the exemption reason is attached in the following form:

Other: _____

Was the child care center closed? Yes No Which date(s): _____

For each service date in the month, list in chronological order, the date and attendance of subsidized children only.
DO NOT INCLUDE DAYS IN WHICH THE CENTER WAS SCHEDULED TO BE CLOSED.

Enter a "1" in the "Exemption Requested" box for dates in which an exemption is requested.

Service Date	Attendance	Exemption Requested	Service Date	Attendance	Exemption Requested	Service Date	Attendance	Exemption Requested
TOTALS			TOTALS			TOTALS		
TOTAL EXEMPTIONS REQUESTED:						GRAND TOTAL:		

FORMULA A

If your center was OPEN (low attendance), use this formula to determine average daily attendance:

Total Daily Attendance: ÷ Number of service dates: = Average Daily Attendance:
(INCLUDE dates of exemption request)

The attendance for the date(s) an exemption is requested is =

Exemption Date Attendance ÷ Average Daily Attendance =

FORMULA B

If your center was CLOSED, use this formula to determine average daily attendance:

Total Daily Attendance: ÷ Number of service dates: = Average Daily Attendance:
(DO NOT INCLUDE dates of exemption request)

FORMULA C

If your center was CLOSED FOR THE COMPLETE MONTH, use this formula to determine approved daily attendance:

Total CCAP Enrollment: × Number of service dates: = Monthly Attendance total:

Monthly Attendance Total: ÷ Number of service dates: = Approved Daily Attendance:

Signature of Requester: _____ Date: _____

To be completed by IDHS staff only:

Approved Denied Liaison Signature: _____ Date: _____



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INSTRUCTIONS

EXEMPTIONS ARE NOT NECESSARY IF THE ATTENDANCE IS AT OR ABOVE 69.5%.

You must call the IDHS Liaison within 5 days of the exemption date.

You **MUST CALL PRIOR** to completing the attendance exemption request form.

Complete the Attendance Exemption Request (444-4338) and submit to the IDHS Liaison, along with the appropriate documentation, **within 10 days of the requested exemption date.**

1. If any of the pre-populated information at the top of the form is incorrect, please mark through it and legibly add the correct information.
2. Write in the date(s) the exemption is being requested.
3. Choose the best reason for the exemption from the drop down menu, or choose other and briefly explain.
4. Choose the type of documentation attached from the drop down menu, or choose other and briefly explain.
5. If your center was CLOSED - rather than low attendance - mark YES and the dates; otherwise mark NO.
6. List in chronological order, the service dates for the month. **Do not include dates in which the center was scheduled to be closed.**
7. Write in the number of subsidized children in attendance on each service date (up to the date of the request) and submit the form. The remainder of the form will be completed at the end of the month.
8. Sign/Date the form.
9. Mail or fax to the IDHS Liaison.
10. The IDHS Liaison will sign and date the form, marking either APPROVED or DENIED and the form will be returned to you. At the end of the month, finish completing the form as instructed below, and attach the approved form to billing statement or Monthly Enrollment Report (MER) and submit to the CCR&R or CC Eligibility Unit (as applies).
11. For the dates you are requesting an exemption, mark a "1" in the box.
12. If your center was OPEN WITH LOW ATTENDANCE, use Formula A. An attendance day will be credited to each subsidized child claimed on the Monthly Enrollment Report (MER) who was eligible for that day, even if that child was not in attendance.

Formula A Instructions:

- Enter the Total Daily Attendance from the Grand Total box.
- Enter the Number of Service Dates (manually count - BE SURE TO INCLUDE all exemption dates).
- Enter the Average Daily Attendance by dividing the Total Daily Attendance by the Number of Service Dates.

13. If your center was COMPLETELY CLOSED, use Formula B. The number of children credited with an attendance day and an eligible day on the Monthly Enrollment Report (MER) for that day will equal the average attendance of the month as computed.

Formula B Instructions:

- Enter the Total Daily Attendance from the Grand Total box.
- Enter the Number of Services Dates (manually count - DO NOT INCLUDE dates the center was closed).
- Enter the Average Daily Attendance by dividing the Total Daily Attendance by the Number of Service Dates.

14. If your center was CLOSED FOR THE COMPLETE MONTH, use this formula to determine approved daily attendance:

Formula C Instructions:

- Enter the Total CCAP enrolled.
- Enter the Number of Services Dates
- Enter the Monthly Attendance total by multiplying the Total CCAP enrolled by the Number of Service Dates
- Enter the Monthly Attendance total divide by Number of Services Dates to equal Approved Daily Attendance.