

## SERVICE VOUCHER LOG (SVL) INSTRUCTIONS

These instructions are provided to help you complete the new format of the Service Voucher Log (SVL). Please record total hours attended and absence reason codes for each child for each day on the SVL. There is no longer a section on the SVL for you to indicate comments. Should you have questions regarding the eligibility for a child, need clarification about information on your SVL, or need assistance with payment information or with completing your SVL, please call the ABC Child Care Control Center at 1-800-262-4416 to speak with an ABC representative.

### ***Line #***

The line number identifies each individual line for each child.

### ***Client column and Child column***

The client first name initial and last name and last 4 digits of their social security number are displayed under the client column. The child's first and last name, and their ABC system child number are displayed under the Child column. Only the children who are connected to your program at the time the SVL is printed will be on the SVL. You should check to make sure the information is correct and that you are currently serving or did serve the child(ren) for the dates listed on the SVL.

### ***Drop/Trans Date & Pay Until Date (if applicable)***

If a child has dropped or transferred from your facility, or will be dropping or transferring, you will need to indicate the last date the child attended or will attend under the drop/transfer box. For providers submitting the paper SVL if the child did not attend on the drop/transfer date you will need to use an absence code other than NLA. Ex. If the drop date for a child was 11/5/10 and the child did not attend that day, use any valid code other than NLA such as VAC or SIK. The date after the drop transfer date MUST be coded with the appropriate code: NLA, CNS, MOV or DEC. When you enter a drop/transfer date, you must indicate in the pay until box the last date you expect payment for the child. The pay until date must be the same as the drop transfer date or no more than 14 calendar days past the drop/transfer date. SVL's with pay until dates that exceed the 14 calendar days will be returned.

Note: When using absence codes NLA, CNS, DEC or MOV, you **must** enter a drop/transfer date and a pay until date.

### **Use of Child Never Started (CNS) Absence Code**

#### **Situation: Child never started your facility and you do not expect payment for a notice.**

If a child never started your facility, you must code the week(s) on the SVL as CNS as the absence reason code and must enter a "0" for hours of attendance. You must also enter a drop/transfer date that is equal to the first date of the SVL for the child(ren) that did not start your facility. If you do not require payment for a notice, the pay until date must be the same date as the drop/transfer date, which is the first date of the SVL for the child(ren) that did not start your facility.

#### **Situation: Child never started your facility but you do require payment for a notice.**

If you are requiring payment for notice on a child that did not start your facility, the drop/transfer date will be the first date of the SVL for the child that did not start your facility and the pay until date will be the last date you expect payment for that child. Note: the pay until date cannot exceed 14 calendar days past the drop/transfer date.

### **Child Did Not Start on the First Day of the SVL**

If a child did not start on the first date of the SVL but started on a later date, you should enter "0" and NSD for the dates leading up to the actual date the child started.

### ***Hours***

You are required to record the total number of whole hours each child attends your program each day. This information should be written in the first box directly under the date. The hours should be the total number of hours the child attended each day. To and from times written such as 8:00am-4:30pm will not be accepted. The total hours should be whole numbers only and should always be rounded up to the next hour. Example: If a child attends 9 hours and 10 minutes, round the hours to 10. Always round up to the next hour.

**Note: Hours attended cannot exceed 23 hours per day.**

### ***Absences and Absence Codes***

If a child was absent for the entire day, you should enter a 0 for the number of hours attended in the hours box and you must enter the appropriate absence code in the abs code box. You will see the absence reason codes under the service dates box at the top of the SVL. Failure to record the total hours attended and/or the absence reason codes, will result in your SVL being returned to you and will delay your payment.

**Note: Only the absence reason codes listed on page one in the Service Dates section of the SVL will be accepted. HOL (Holiday) is not a valid code; please use FCL (Facility Closed).**

### ***Service Dates***

Each week of service will be listed by child and listed on a separate line. The ABC Program pays by the week.

Note: If you are not open on the weekends, indicate 0 hours attended for Saturday and Sunday dates and indicate NSD (for not a service date) in the absence reason code box.

### ***Rate***

This is the weekly rate ABC will pay you for the child for the week listed on the SVL.

### ***Registration Fees***

If a registration fee is due for a child, and has not already been paid to another provider, the SVL will automatically print the registration fee amount to be paid. Do not write in registration fee amounts.

Note: The ABC Program does not pay registration fees to Self-arranged and In-Home care providers.

### ***Total Estimated Amount to be Paid***

This amount is the amount of your current SVL prior to any changes. The amount will change if you indicate that children have dropped or transferred from your facility.

### ***Signature and Date***

You must sign and date the SVL before submitting for payment. Your signature verifies the accuracy of the information, and any changes that have been made. Unsigned SVL's will be returned and will delay payment.

**Note: SVL's may not be submitted until the last date on the SVL. SVL's received prior to the ending date of the SVL will be returned and will delay payments.**

### ***Mailing***

You should mail the original, completed, and signed SVL to the address listed on the SVL. You are required to maintain a copy of the SVL for your records for a period of three years, or longer if in an audit status when the three years expire. Envelopes are not provided. To ensure proper delivery, please use a new envelope with each mailing and properly address the envelope to the address provided. Note: Please mail back all pages of the SVL. **Please do not include doctor's notes with the SVL and do not write comments on the SVL.**