



*"People  
helping people  
help  
themselves"*

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*Division of Family Resources  
Bureau of Child Care*

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To: Child Care Development Fund (CCDF) Providers  
From: Melanie Brizzi, Child Care Administrator  
Date: October 21, 2010  
RE: Usage of CCDF Personal Days / Written attendance records

Thank you for your dedication to the children of your community. You may be aware that over the past several months, the Bureau of Child Care and FSSA Audit have been reviewing CCDF voucher usage. As part of this process, the use of personal days has been carefully reviewed. It has been determined that personal days are often being used in a manner that violates CCDF policy and the CCDF Provider Agreement.

Please remember that in order for a parent to claim a personal day:

- The provider **must be** open for business
- The day **must be** one of the child's scheduled days to attend
- The child **must not** have attended any part of the day

If all three of these conditions are met, a parent may choose to claim a personal day. Parents may not use a personal day on a day that you are closed. Improper use of a personal day may result in a provider repayment. Therefore, it is important for parents and providers to carefully evaluate the appropriateness of each personal day claimed. Please remind your staff and the families that attend your program of these rules.

These recent audits have also revealed that many providers are not maintaining their written attendance records as required. Please remember that you are required to provide these records upon request.

Additional information about the CCDF provider policies can be found in the CCDF Provider Manual. This manual is posted on the [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov) website. You can also find important updates and information, including information on Paths to QUALITY, Indiana's quality rating and improvement system on this website.

As a CCDF child care provider, you are providing an essential service to Hoosier children. Thank you for your commitment. Research has shown the great importance of high quality child care, not only to children and families, but to businesses, schools and the community as well. The Bureau of Child Care has many resources available to support you in your efforts to provide high quality child care including free and low cost trainings, scholarships, mentoring and supports. For more information about available resources for your program, call 1-877-511-1144 or visit [www.iaccrr.org](http://www.iaccrr.org) to locate your local Child Care Resource and Referral agency.

