

Instructions for Completion of Discrepancy Statement of Service Form
Revised 7/1/2005 to a One Page Form
One Child Per Form

Each line must be filled out per instructions or the discrepancy will be rejected

1. **Weeks of Service** - Start date is always the Sunday of the week claiming and end date is the following Saturday.
2. **Provider information**
 - a. EIN/SSN is your tax ID number-same number use on your W-9 form.
 - b. Name of your business used on the W-9 tax form.
 - c. Address of your daycare site where the child is in care.
 - d. **City, State and Zip Code** where the daycare site is located.
 - e. Director or the person to contact.
 - f. Daycare phone number.
 - g. **County** where the provider is located.
3. **Parent/Guardian information**
 - a. Parent/Guardian Name
 - b. Parent/Guardian address, city, state and zip code
 - c. Parent phone number
4. **Child's Name**
5. **Description of Discrepancy**
 - a. Card issues - any reasons the parent didn't swipe in -out
 - b. POS not installed for the family to swipe in-out
 - c. POS was not working in order for the family to swipe in-out
6. **Week 1**
 - a. Fill in each date for the day of the week.
 - b. Use a code (below week 2) if the child was not in care for that day.
 - c. Use the exact time a.m. or p.m. (hour and minutes) the care starts.
 - d. Use the exact time a.m. or p.m. (hour and minutes) the care ends.
 - e. Total hours must be **figured to the hour and minute** for each day.
 - f. Number of day's child was in care.
 - g. Amount owed for the child in care.
 - h. **Total hours must be figured to the hour and minute for the week.**
7. **Week 2 - same as week 1**
8. **Parent/Guardian Signature and Date**
 - a. Must be **written in blue ink.**
9. **Provider Signature and Date**
 - a. Must be **written in blue ink.**
10. **Maintain a copy of this statement for your records.**
11. **Codes for Weeks 1 & 2**
 - a. P=Personal Day.
 - b. H=Provider Holiday.
 - c. O=Other type of day.

Mail to:
ACS-Statewide Discrepancy Department
101 West Ohio Street, Suite #1700
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