



Now Accepting
SR Attendance



For **July 2018 ONLY**,
payments to be processed in April
no other months will be accepted until announced

Things to do:

- 1** Review your SR attendance roster (instructions, [click here](#)).
- 2** If correct, submit.
- 3** **Contact 4C when:** paid holidays are missing from the attendance calendar, information on the roster is incorrect (such as child's date of birth, billing group, unit of care, scheduled days, termination date, etc.), enrolled children are missing on the roster, children appear on the roster more than once, or absences get saved multiple times on the same day. These issues should be addressed prior to submitting the roster.
- 4** If any of the above occur, complete the [Child Data Issues Form](#). Upload a copy named "July 2018 data issue" to your Provider Portal Document Library, Monthly SR Attendance folder.
- 5** Send an email letting us know of the upload to dcarr@4cflorida.org. We will not know of your request without this email.
- 6** If you have other issues that cannot be resolved through the above actions, call 407-532-4251. If you need to leave a message because we are helping another provider, please leave only one message and allow 1-2 business days for a return call. Calls will be returned in the order received at our earliest opportunity.



**YOU CAN
HELP!**

Reimbursement staff will not accept provider calls in March so that we may complete the work needed to begin SR reimbursements.

Hardship reimbursement requests will no longer be offered.