ATTENDANCE EXEMPTION REQUEST

Site Informa	ation:		Date of Request:					
								_
Person Completing Request:								
Date(s) exem	ption is reque	sted (mm/dd/	/yyyy):					
Did you notify	the IDHS Lia	ison?	Yes \(\) No	Date of	notification:			
Exemption R	eason:		Oth	er:				
Documentation	on of the exem	ption reason	is attached in	the following f	orm:			
		Other:						
Was the child	l care center c	losed?	Yes O No	Which date	(s):			
	n service date	in the month				tendance of su		ren only.
						ED TO BE CLOS exemption is requ		
Service Date	Attendance	Exemption	Service Date		Exemption	Service Date	Attendance	Exemption
		Requested			Requested			Requested
TOTALS			TOTALS			TOTALS		
TOTAL	EXEMPTIONS I	REQUESTED:					Grand Total:	
FORMULA A				l				
If your center v	was <u>OPEN</u> (low	attendance), ı	use this formula	to determine a	overage daily at	ttendance:		
Total Daily Attendance ÷ Number of service dates = Average Daily Attendance								
	_		(INCLUDE da	ites of exemption	request)	_		•
		-	tion is request					
-	ite Attendance	e ÷ Avera	ige Daily Atten	dance =				
FORMULA B								
If your center was <u>CLOSED</u> , use this formula to determine average daily attendance:								
Total Daily Attendance ÷ Number of service dates						= Average	Daily Attendar	nce
(DO NOT INCLUDE dates center was closed) Signature of Requester: Date:						Date:		
	ted by IDHS st		Liaison signati	Iro.			Date:	

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ATTENDANCE EXEMPTION REQUEST

INSTRUCTIONS

EXEMPTIONS ARE NOT NECESSARY IF THE ATTENDANCE IS AT OR ABOVE 79.5%.

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.

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