# Bright Futures Information System

How To Make An Adjustment To Your Child Care Attendance

Last Updated: 1/30/2015

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# When Do I Need To Submit An Adjustment Invoice

- You would submit an adjustment if you made a mistake on an already submitted invoice or if you need to enter back attendance for a child or children that were not on the roaster when you originally submitted it.
- When submitting an adjustment the status of the original invoice needs to read either Posted, Processed, or Paid. If the status reads Submitted, or Preliminary Approval you will need to wait to submit the adjustment. See Example Below:

| Invoice No. | Service Period | Date Created | Type | Base Rate | Status | Date Paid |
|---|---|---|---|---|---|---|
| 570892 | 01/11/2015 - 01/24/2015 | 01/30/2015 | Attendance-Adj | $230.68 | Posted | |
| 569723 | 01/11/2015 - 01/24/2015 | 01/23/2015 | Attendance | $353.82 | Processed | |

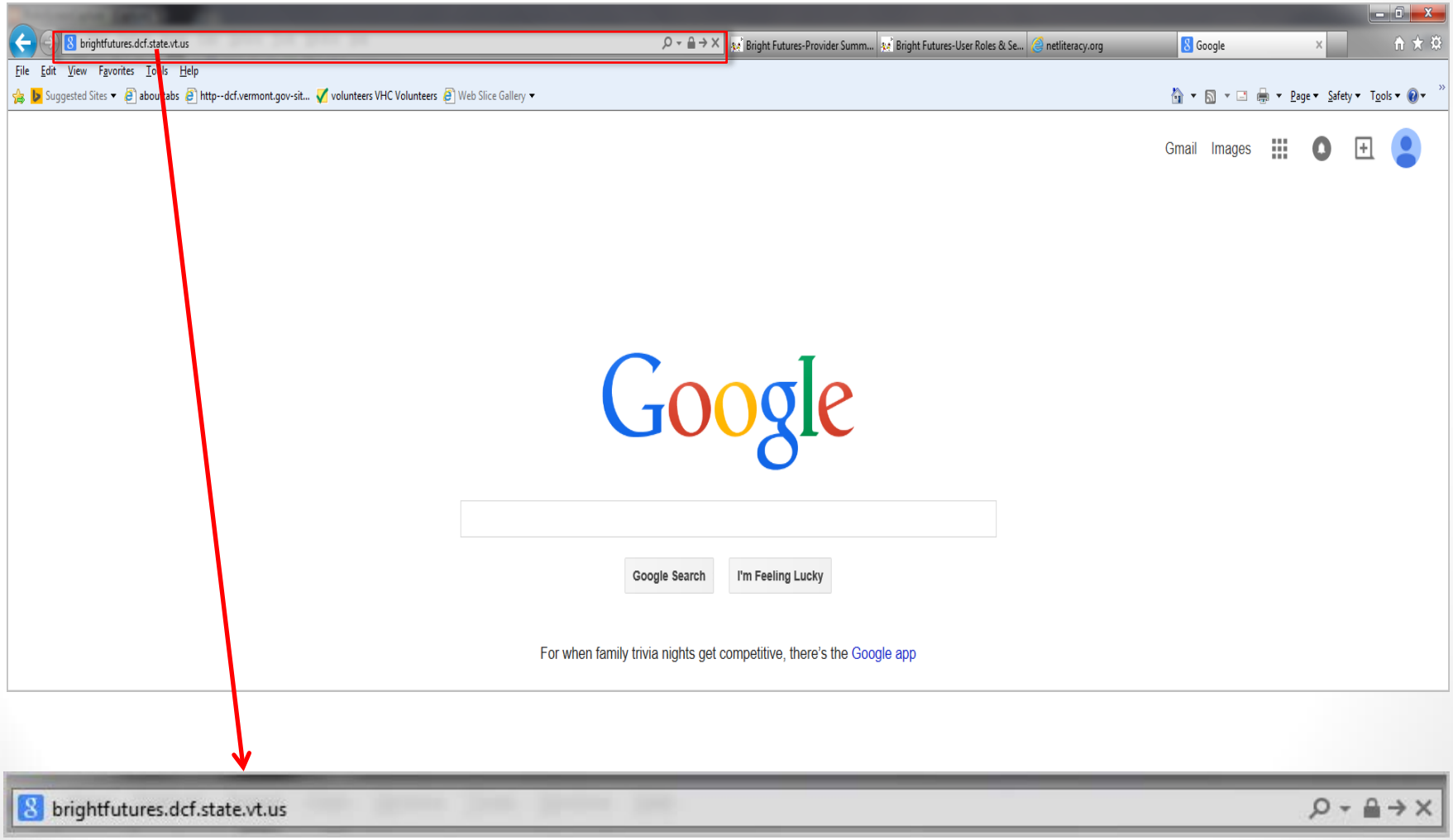
# Before You Get Started

- Make sure you have your username and password information ready.

If you have any questions please contact the BFIS Help Desk at 1-800-649-2642, option 4 or email them at bfis.help@state.vt.us.

# Let’s Get Started…

# Open your web browser and in the address bar type, “brightfutures.dcf.state.vt.us”, and then hit the “Enter” key on your keyboard.



# After hitting "Enter" you should see the following page displayed on your computer.

http://www.brightfutures.dcf.state.vt.us/vtcc/reset.do?0Mmr3gjumkz13-SgYEjWekr3%3dxguw3YEa.aU7zaju.xnn.xGOS0-SG-GF%2bSd%256USO%25 | Vermont Bright Futures Chi...

File Edit View Favorites Tools Help

Suggested Sites | abouttabs | http--dcf.vermont.gov-sit... | volunteers VHC Volunteers | Web Slice Gallery | Page | Safety | Tools

VERMONT
DEPARTMENT FOR CHILDREN AND FAMILIES
CHILD DEVELOPMENT DIVISION

*Bright Futures*
**Child Care Information System**

Home | Child Care Benefits | Find a Provider | Become a Provider | Resources | Contact

## Welcome to Vermont Child Care Information Services.

This is the place for parents, early childhood and afterschool programs, and professionals to get answers to questions about child care and the services available to help ensure that high quality child care is available to every child in Vermont.

**Bright Futures Account**
Click here if you have a parent, child care program or quality-credentialing account. Login

**First Time Login - New Case**
If you have been notified by the department that your account is ready, click here to login for the first time in your new case. Login

### Parent

**Trying to Find a Child Care Provider?**

Here's where you'll find up-to-date information about local child care options. Every registered child care program and every licensed center or school age care program in Vermont is in our database. Choose a town to find out about your local child care options.

Select Town: - Please Select - Go! advanced search

**Need Help Paying for Child Care?**

Find out about state child care benefits, apply online, and track your application.

- Benefits Information - Find out what you need to qualify for a child care benefit.
- Prescreen Tool - A quick, confidential online tool to see if you qualify for child care benefits.
- Online Application form

### Child Care Program

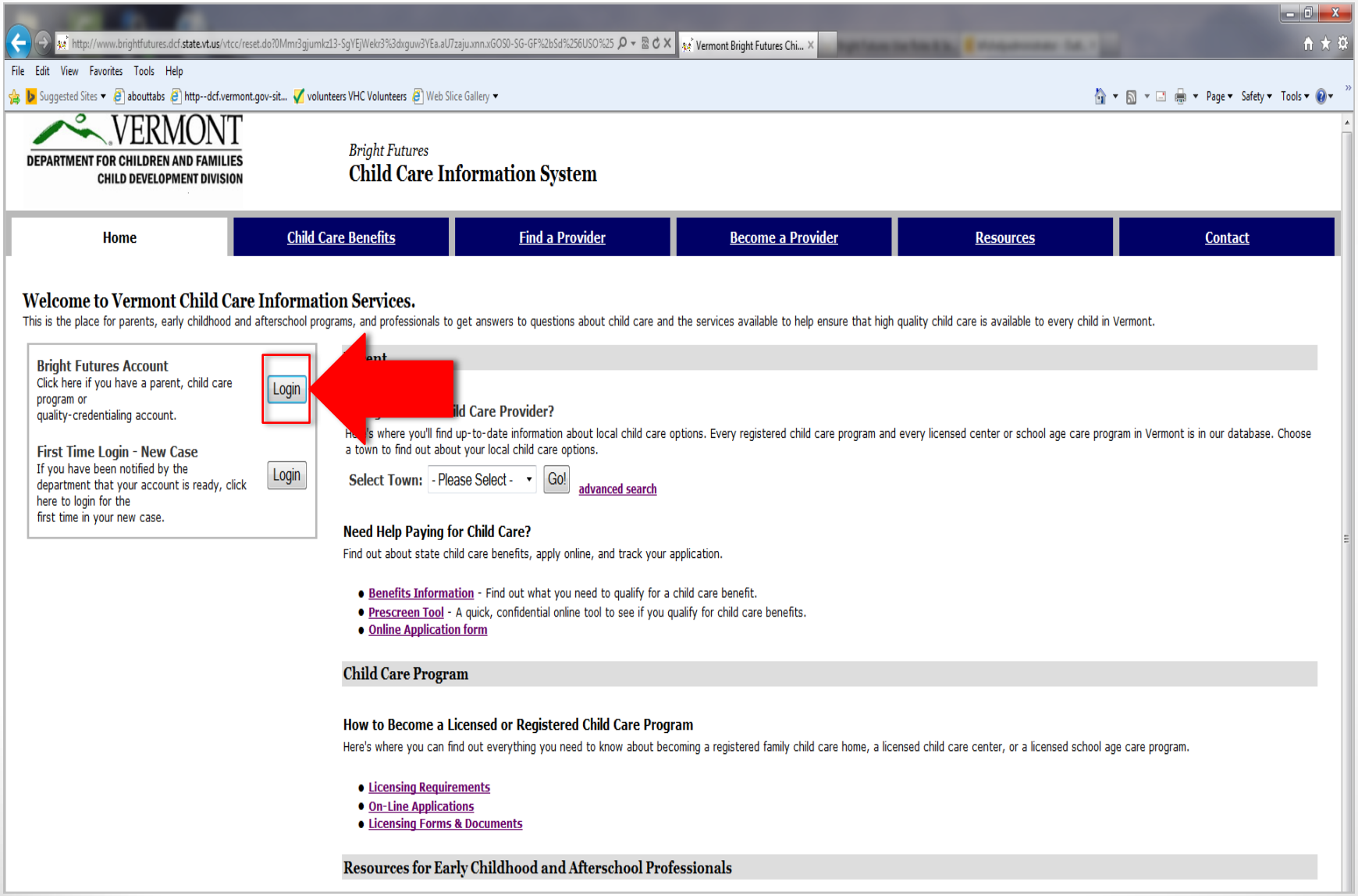
**How to Become a Licensed or Registered Child Care Program**

Here's where you can find out everything you need to know about becoming a registered family child care home, a licensed child care center, or a licensed school age care program.

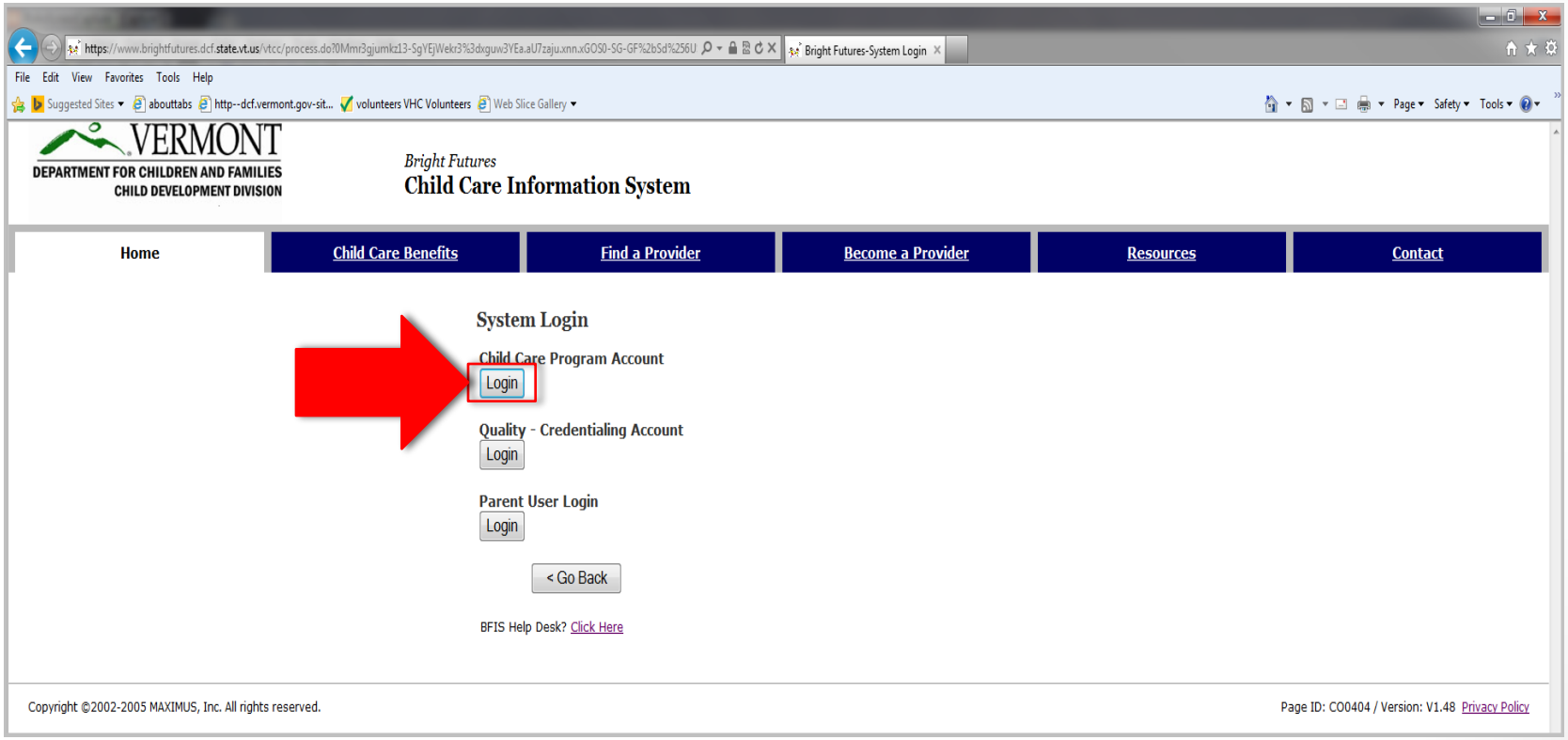
- Licensing Requirements
- On-Line Applications
- Licensing Forms & Documents

### Resources for Early Childhood and Afterschool Professionals

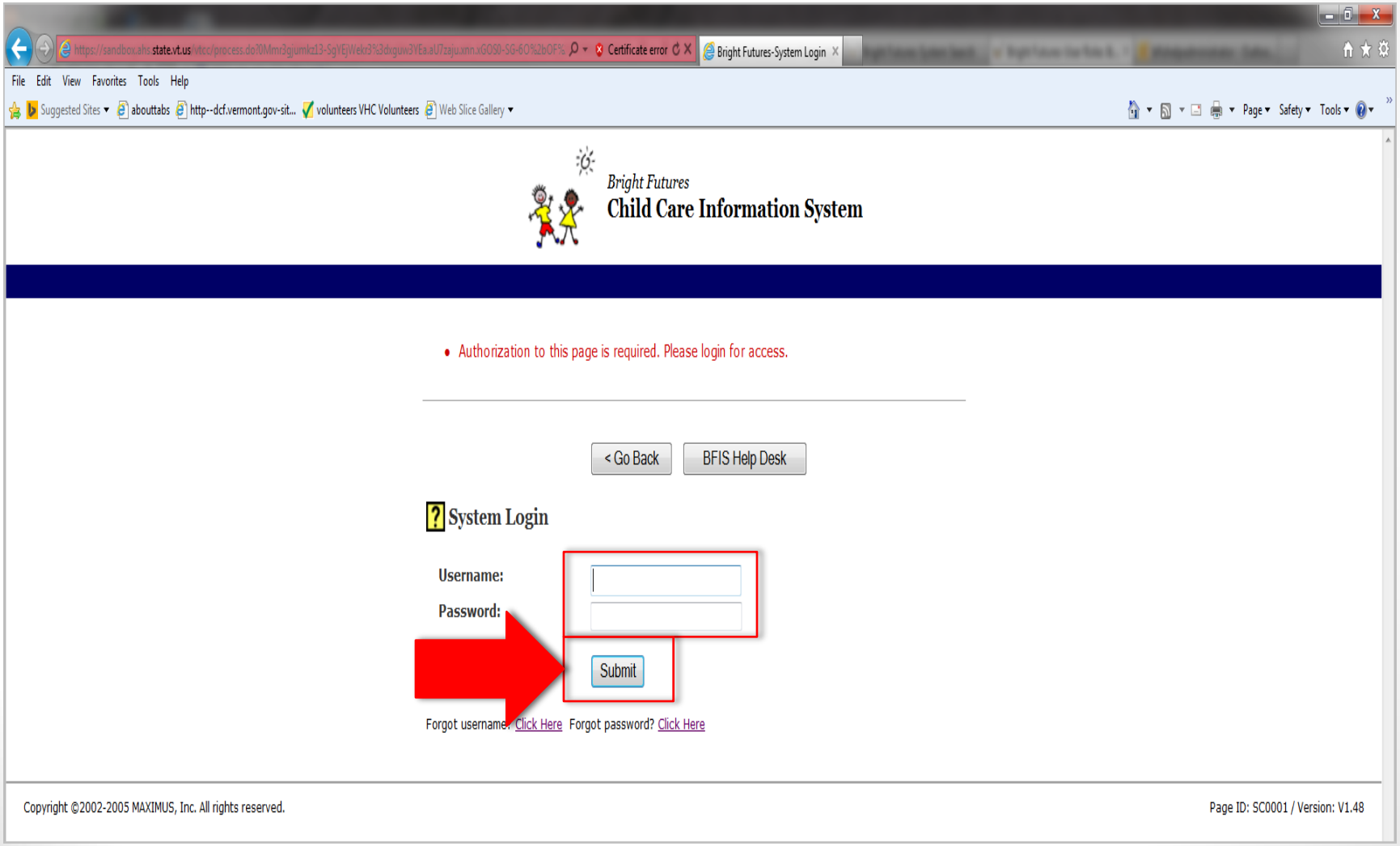
# Click the Login button next to Bright Futures Account.



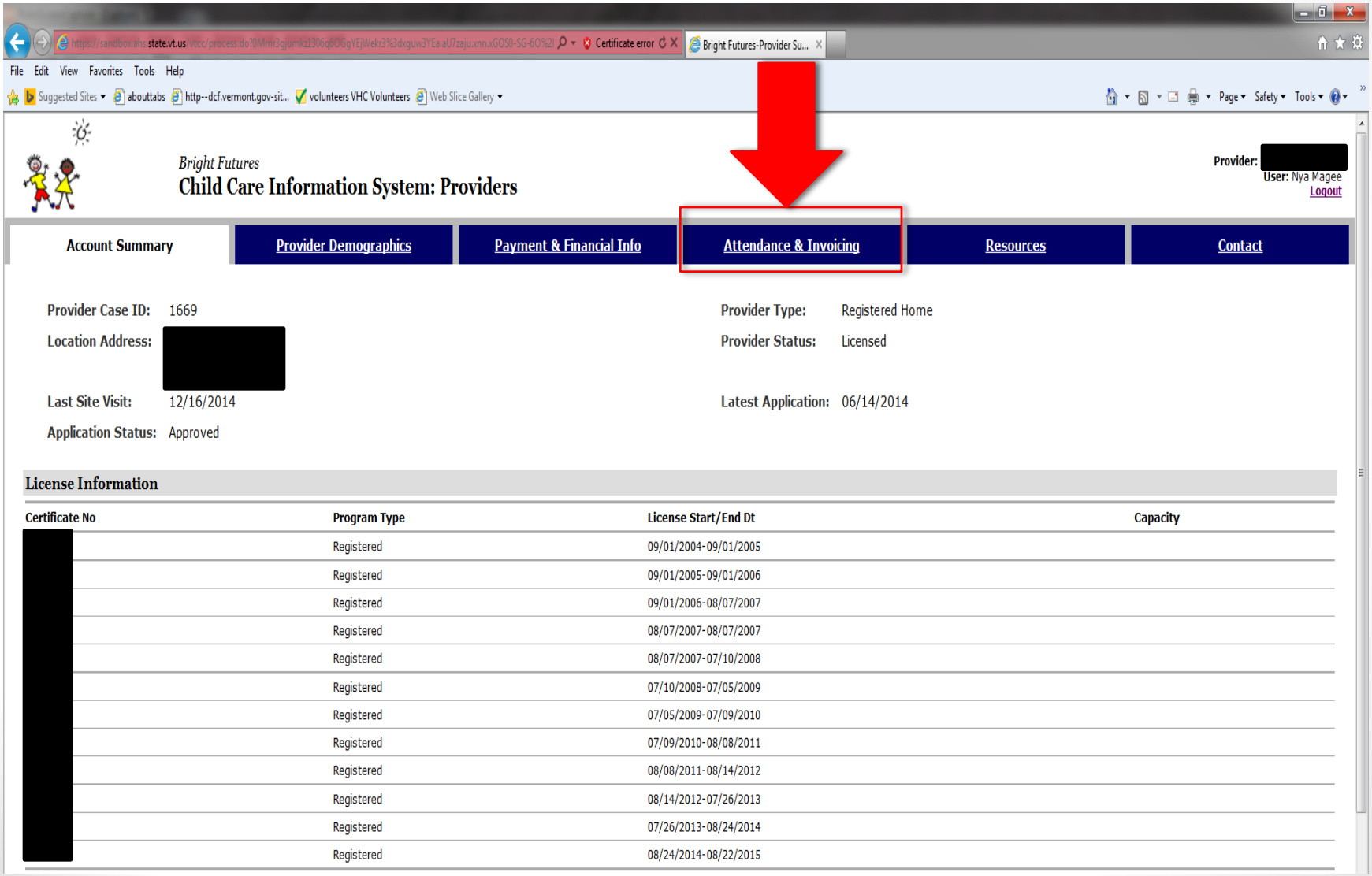
# Click the Login button under Child Care Program Account.



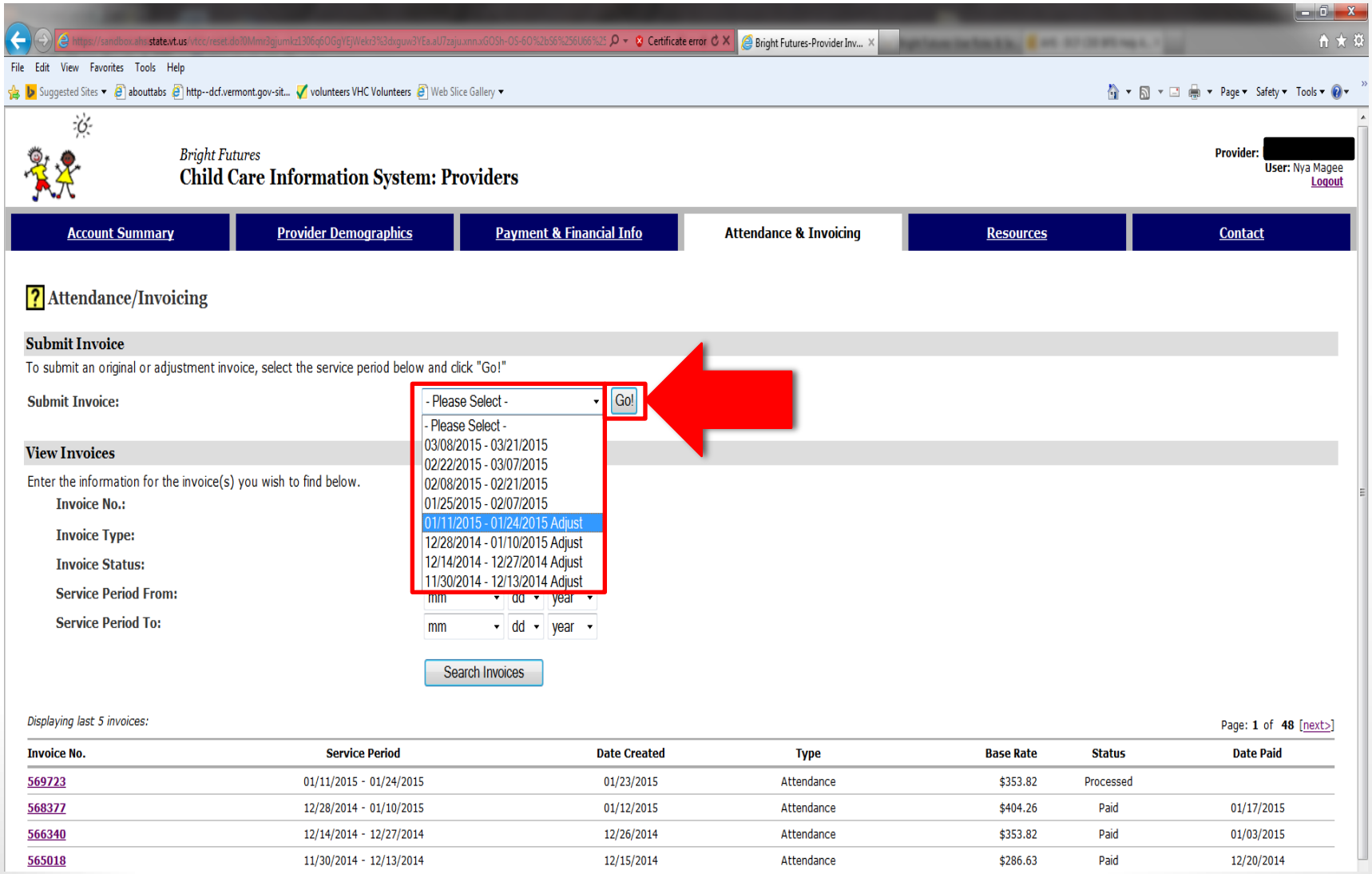
# Type in your username and password, then click Submit.



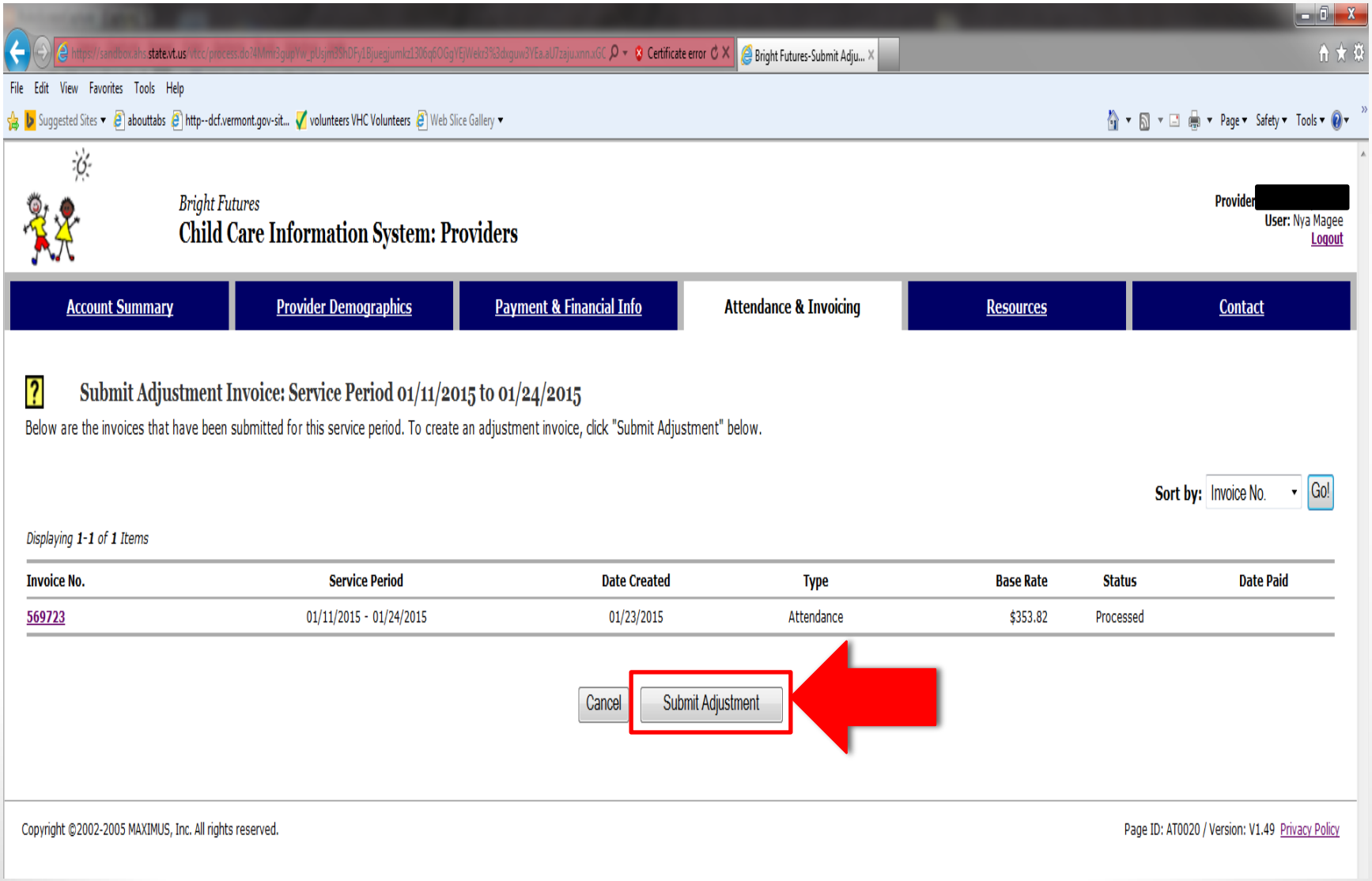
# Click the Attendance & Invoicing tab at the top of the page.



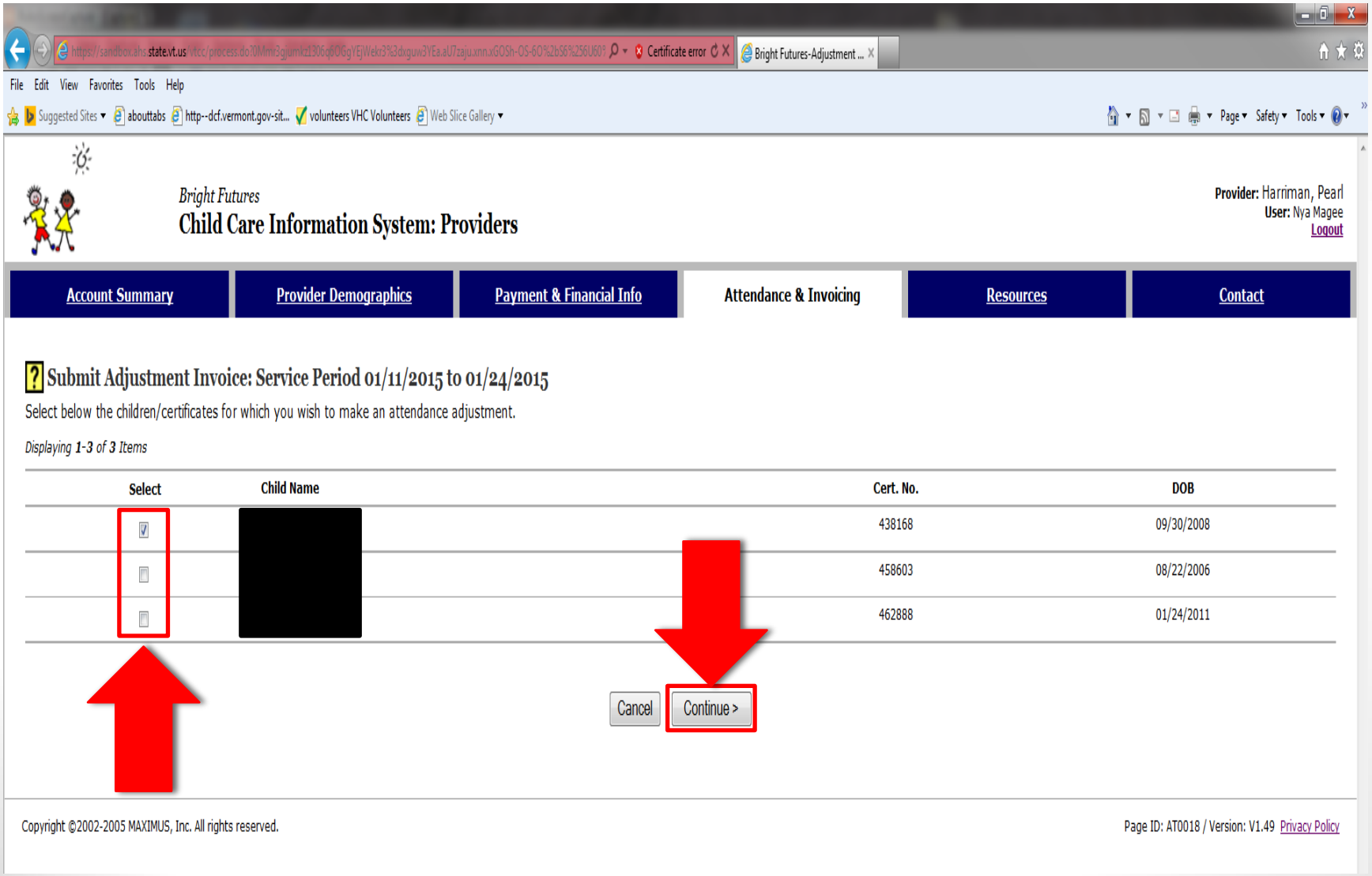
# Under Submit Invoice choose the service period you want to submit an adjustment for, then click Go.



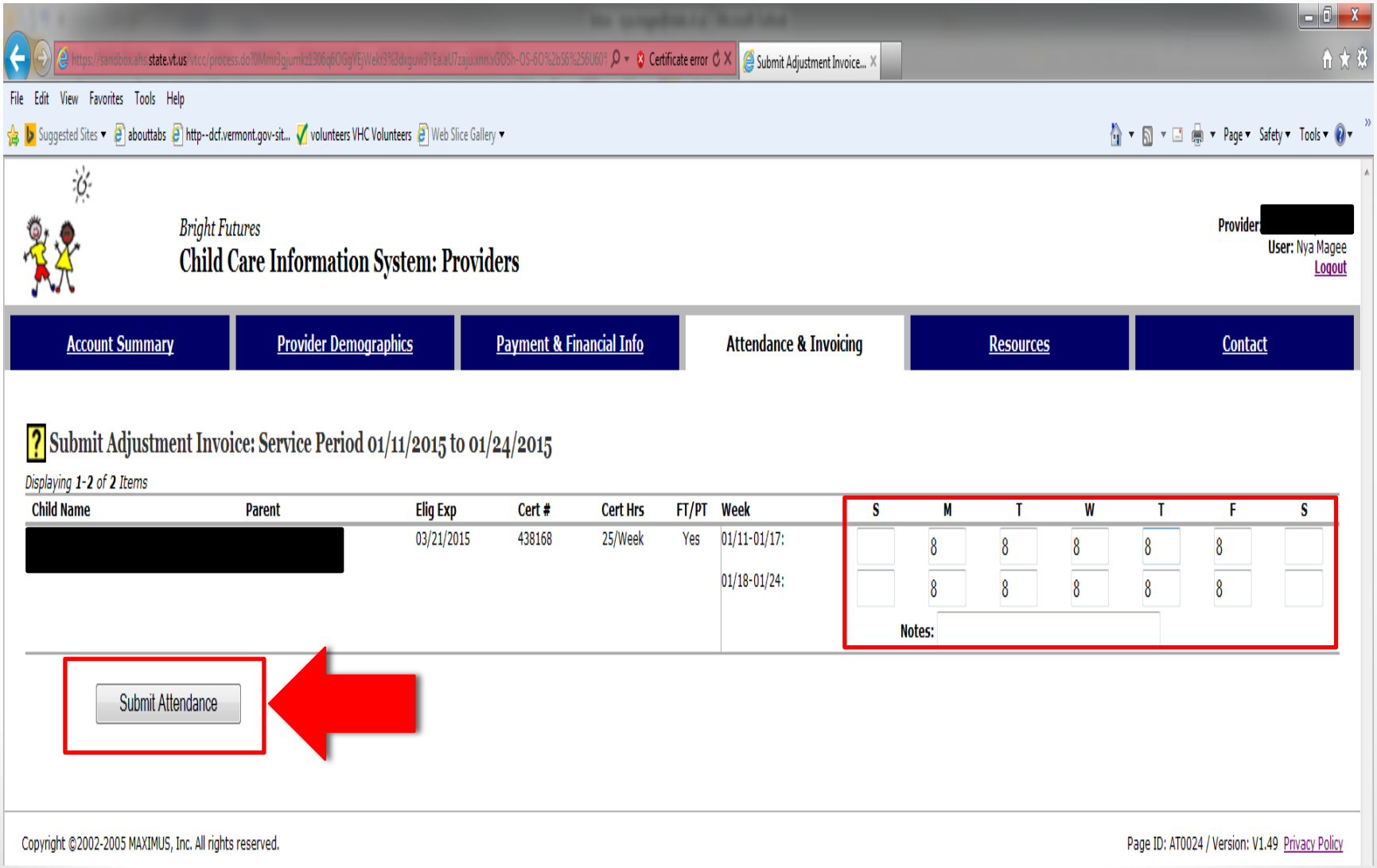
# Click Submit Adjustment.



# Select the box next to the child or children you need to do adjustments for, then click Continue.



# Enter in the total hours a day you watched each child. When complete click Submit Attendance.



# Review the hours you submitted to make sure they are accurate. If they are check the box below and then click Submit Attendance.

*Bright Futures*

**Child Care Information System: Providers**

Provider [redacted]
**User:** Nya Magee
Logout

Account Summary | Provider Demographics | Payment & Financial Info | Attendance & Invoicing | Resources | Contact

**Submit Invoice: Service Period 01/11/2015 to 01/24/2015**

| Child Name | Elig Exp | Cert # | Cert Hrs | Week of 01/11-01/17 | | | | | | | Week of 01/18-01/24 | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| [redacted] | 03/21/2015<br>Notes: | 438168 | 25/Week | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | |

**Provider Certification**

- Filing a false claim to a state agency is a criminal act. The crime is a felony under 33 V.S.A. §143, §141, with a maximum penalty of up to 10 years in prison or a fine up to $1,000 or twice the amount wrongfully obtained. The crime is also a felony under 13 V.S.A. §3016 with a maximum penalty of 5 years in prison or a fine of up $10,000, or both.
- DCF may also take action against your child care license, registration, or Legally Exempt certificate if providing false information is substantiated.

Indicate below your understanding of the provider certification before submitting the attendance information.

☐ **The information I entered on this form is true, accurate, and complete.**

Cancel | Submit Attendance

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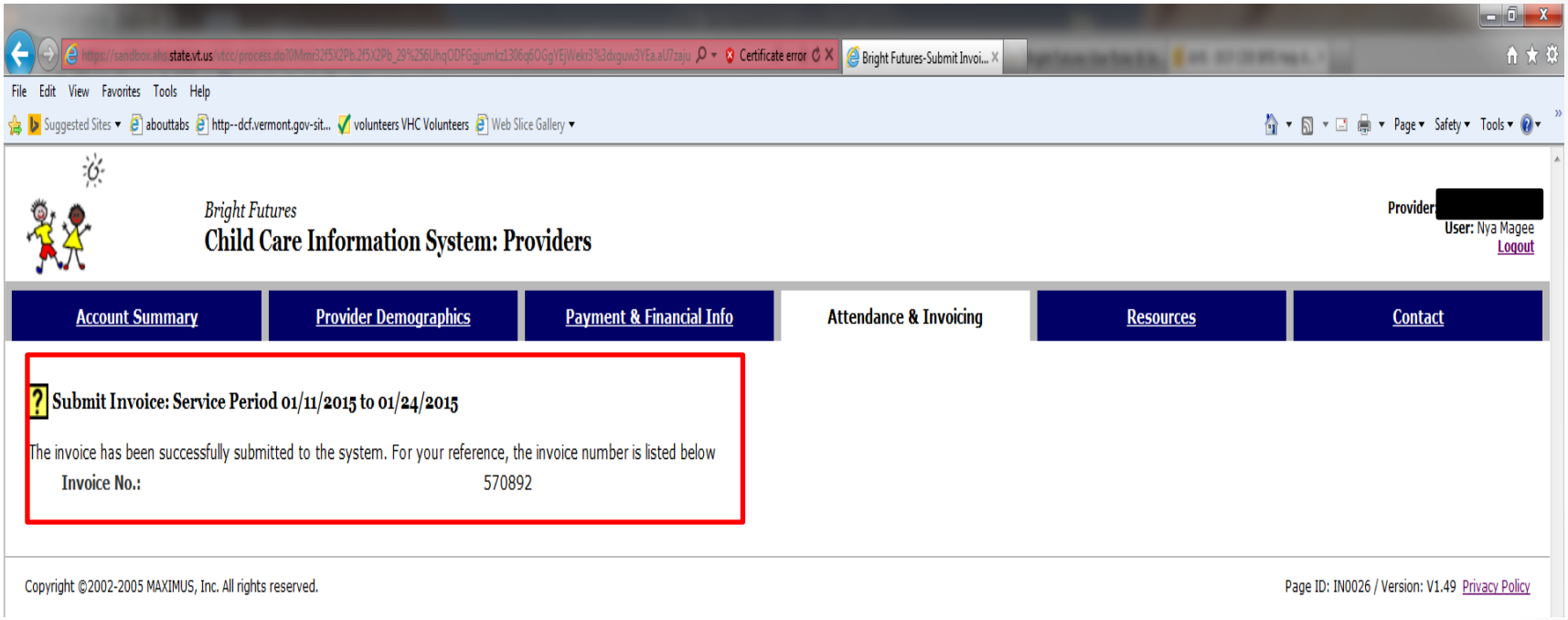
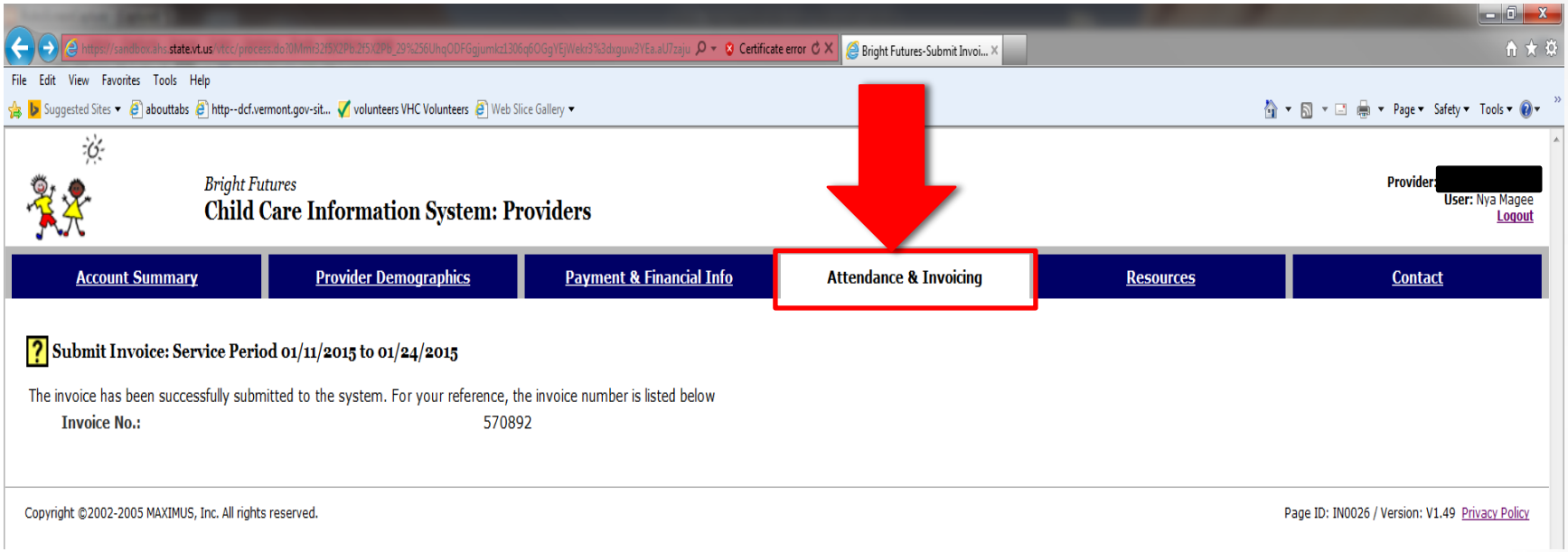
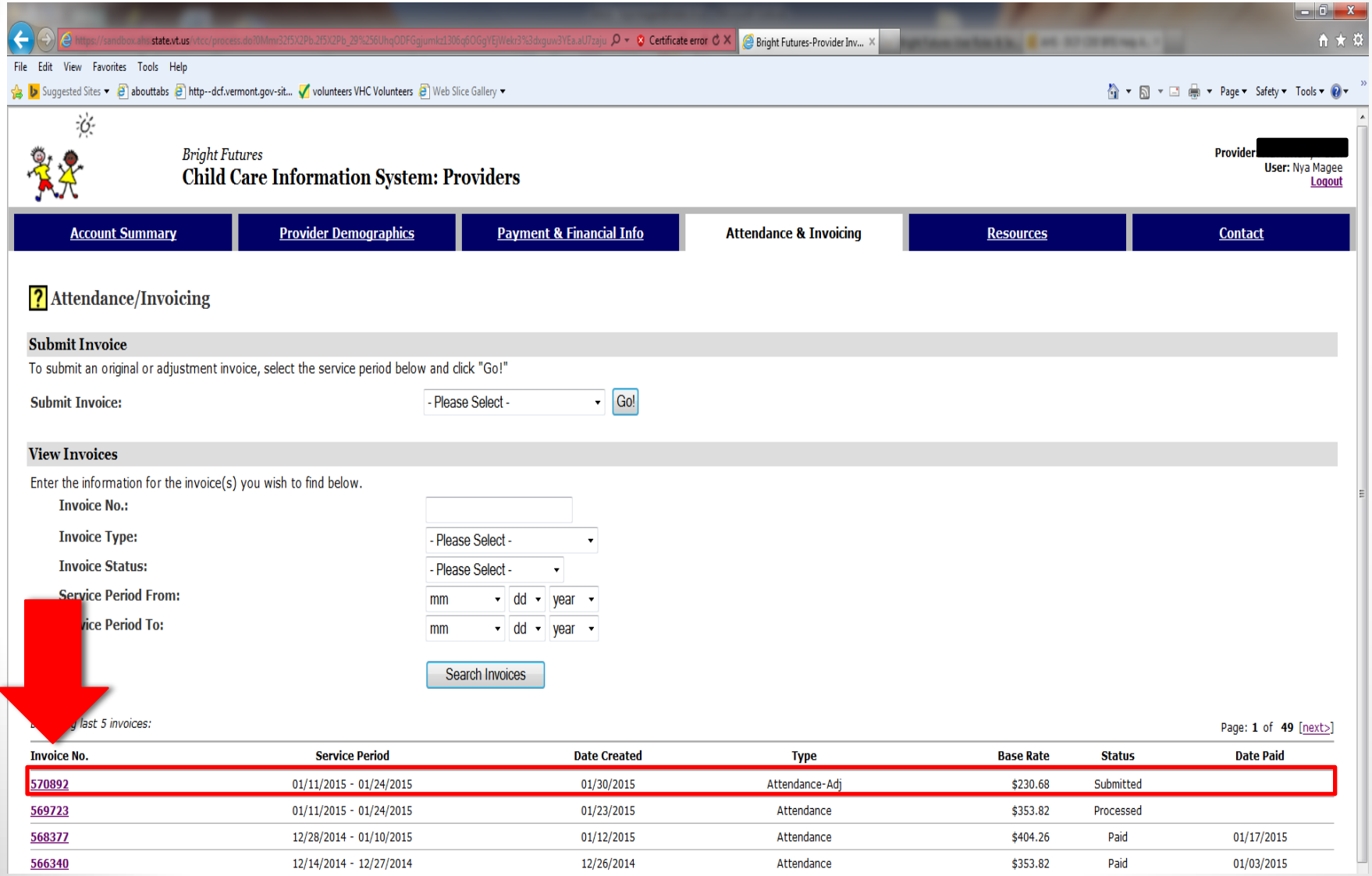
# You will know your adjustment has successfully been submitted if you receive an invoice number.



# Click the Attendance & Invoicing tab at the top of the page to view invoice details.



# Scroll to the bottom of the page and you will see your recently submitted invoice. To view a complete breakdown click the invoice number.



# This page is the complete breakdown of payment. See the next page for a detailed explanation.

*Bright Futures*

**Child Care Information System: Providers**

**Provider:** [redacted]
**User:** Nya Magee
Logout

Account Summary | Provider Demographics | Payment & Financial Info | Attendance & Invoicing | Resources | Contact

## View Details - Invoice No.570892

| | |
|---|---|
| Service Period: | 01/11/2015 - 01/24/2015 |
| Invoice Created: | 01/30/2015 |
| Invoice Created By: | Magee, Nya |
| Roster Received: | 01/30/2015 |
| Invoice Type: | Attendance-Adj |
| Invoice Status: | Submitted |
| Date Paid: | |
| Invoice Description: | |
| Invoice Amount: | $230.68 |
| Net Amount: | $0.00 |

### Summary of Child Attendance Items

[View Attendance]

*Displaying **1-2** of **2** Items*

| Child Name | Cert. No. | Service Period | Status | Base Rate | Quality Factor | Specialized Services | Copay | Adj | Net Amount |
|---|---|---|---|---|---|---|---|---|---|
| [redacted] | 438168 | 01/11/2015 - 01/24/2015 | Submitted | $97.99 | $9.80 | $7.55 | $0.00 | $0.00 | $115.34 |
| | 438168 | 01/11/2015 - 01/24/2015 | Submitted | $97.99 | $9.80 | $7.55 | $0.00 | $0.00 | $115.34 |

# Invoice Details

| Heading | Description |
|---|---|
| Base Rate | Amount paid by CDD based upon the client's subsidy percentage. |
| Quality Factor | Amount paid based on provider's STARS. |
| Total State Rate | Base rate plus STARS. |
| Specialized Services | If child qualifies for specialized services, invoice will show the additional payment. |
| Unsubsidized Amount | The co-payment amount assessed to the family based upon their subsidy percentage and provider's rates. |
| Adjustment | If any adjustments have been made to the attendance record, that amount is shown here. |
| Net Amount | Amount paid by the State, to the provider, on behalf of the parent. |
| Status | The current status of the payment to the provider is posted here. |

# Attendance Codes

## (For Registered Providers and Licensed Programs Only)

Provider's may use codes for times when a child is absent from the child care program. Approved codes are listed below.

| Code | Reason To Use Code |
|---|---|
| P: Provider Closed Day | Use this code when you are closed on normal days of operation. To receive payment on state or federal holidays you must enter a "P". Do not use this code for weekends if you do not normally provide care on the weekends. Providers are granted 15 provider closed days a fiscal year. Payment will be deducted from your invoice for any additional "P" days taken beyond your 15 allocated days. |
| S: Sick Child | Use this code when children are absent due to illness. Parent must verify that the child is on sick leave. |
| V: Child Vacation | Use this code when children are absent due to vacation. Children are allowed 10 vacation days a fiscal year. Parent/guardian must verify that child is on vacation. |
| H: Hold Placement | To hold an opening for a child with an "H" code, you need to contact your local community agency for approval. |
| N: No Notice | To use an "N" code when a child has stopped attending, you need to contact your local community agency for approval. If approved, the "N" code can only be used for one week. |
| *Fiscal Year runs from July 1st to June 30th. | |

# Important Things To Keep In Mind

- If you do not see a child listed on your attendance sheet, please contact your local Community Agency.
- When entering attendance only use whole numbers. Do not use decimals (3.5) or ranges (7:30-4:30).
- *(LECC Providers)* - If a child was absent leave the box blank.
- *(Registered and Licensed Providers)* – If a child was absent with no reason given for absence and was scheduled to be at the program contact your Community Agency for advice on what to put down on your attendance sheet.

# Common Error Messages and What To Do

- "Invoice submitted twice"
  - You will need to click the Attendance & Invoicing tab and resubmit the attendance. Your information should be saved.
- "Please enter a valid attendance absent reason code for child ID: on _____ for the service week starting on __/__/____ (request id=1422464743011_0)"
  - You will need to review your attendance and make sure that all the numbers are on the left side of the boxes, and that there are not spaces before or after them. Also make sure you are using the correct Attendance Codes which can be found on the previous slide. If you still have trouble you may have to delete and reenter the hours.

# Common Error Messages and What To Do (Continued)

- "Missing provider rate agreement"
  - You will need to complete a new Provider Rate Agreement form and send it back to us. You can find the form at the link below: http://dcf.vermont.gov/sites/dcf/files/pdf/cdd/care/fap/Financial_Agreement_Part_1.pdf
- (LECC Providers) - "Total service hours exceeded authorized hours per week. Please enter valid attendance hours for child ID _____ for the service week starting on __/__/____. Authorized hours per week: __; total service hours entered: __ (request id=1422465201059_0)"
  - You can only enter in the exact hours you are authorized each week. You will need to adjust your attendance when entering in the system, but please keep accurate paper records.

# Contact Information

Child Development Division

Department for Children and Families
103 South Main Street
Waterbury, VT 05671-5500

1-800-649-2642

Community Child Care Support Agencies:

http://dcf.vermont.gov/cdd/cccsa

# Thank you for reading!