True or False: Determine whether the statement is true or false.

1. You must have a valid child care certificate before payment can be guaranteed.
   - True  False

2. Parents may use initials on the sign in and out sheet.
   - True  False

3. I can use pencil to fill out sign in/out forms and my billing request.
   - True  False

4. All child care payments are issued by the State treasurer’s office.
   - True  False

5. The CCR&R will return billing forms with errors to me for correction.
   - True  False

Multiple Choice: Select the best answer from the choices listed.

1. You must keep sign in and out sheets on file for:
   - A. Two years.
   - B. Forever.
   - C. Ten months.
   - D. The CCR&R takes care of that.
   - E. Five years.

2. When are reimbursements considered late?
   - A. The day after I turn in my billing form.
   - B. On the last day of the month.
   - C. 25 days after my billing form has been submitted and processed.
   - D. When my neighbor gets her check.

3. Where does my payment come from?
   - A. The CCR&R.
   - B. The parents of the children that I care for.
   - C. My local DHHR.
   - D. The State Treasury Office.

4. What days and times are considered non-traditional hours?
   - A. Federal Holidays.
   - B. At least 4 hours of care provided after 7:00 PM.
   - C. At least 4 hours of care provided before 6:00 AM.
   - D. At least 4 hours of care provided on Saturdays or Sundays.
   - E. Any shift that lasts at least 12 hours.
   - F. All of the above.
   - G. Answers B-E only.

5. I am allowed to sign the children in and out:
   - A. Only when they get on or off the school bus.
   - B. When the parent gives me permission to do so.
   - C. When the parent is running late for work.
   - D. When the parent forgets to sign the child in or out.
6. When I have a question about my payment, I should:
   - A. Call the Division of Early Care and Education.
   - B. Call my regulatory specialist.
   - C. Call my local DHHR office.
   - D. Call my CCR&R.
   - E. Check the status of my payment on line at FACTS Plus: https://www.wvfacts.org/factsplusnet/
   - F. Either D. or E.

7. My payment can be delayed or denied when:
   - A. I submit a billing form with errors.
   - B. I bill for days or times not allowed by the child care certificate.
   - C. I bill for days or times that I did not provide child care.
   - D. I am missing parental signatures on the sign in/out form.
   - E. There are state and/or federal holidays.
   - F. All of the above.

8. How do I find out what the parent’s daily fee is?
   - A. Call my regulatory specialist.
   - B. Ask the parent.
   - C. Look at the child care certificate.
   - D. Call the Governor.

9. When parents pay their daily fee, I should:
   - A. Give them a receipt.
   - B. Make a record of the payment in my business records.
   - C. Only collect the fee amount based on actual attendance.
   - D. All of the above.

Payment Form Examples: Using the Sample sign in/out sheet, correctly fill out the sample Payment form

Sign In and Out

<table>
<thead>
<tr>
<th>Date</th>
<th>Child’s Name</th>
<th>Time In</th>
<th>Time Out</th>
<th>0 – 2 hrs</th>
<th>2-4 hrs</th>
<th>Full Day</th>
<th>Non Trad</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/14 – Sat.</td>
<td>Sally Smith</td>
<td>3:00 PM</td>
<td>5:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/2/14 – Sun.</td>
<td>Sally Smith</td>
<td>9:00 PM</td>
<td>11:50 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/5/14 – Wed.</td>
<td>Sally Smith</td>
<td>7:06 AM</td>
<td>9:05 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/6/14 – Thurs.</td>
<td>Sally Smith</td>
<td>3:05 PM</td>
<td>11:05 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/7/14 – Fri.</td>
<td>Sally Smith</td>
<td>7:05 AM</td>
<td>3:05 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/8/14 – Sat.</td>
<td>Sally Smith</td>
<td>3:02 PM</td>
<td>11:15 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/9/14 – Sun.</td>
<td>Sally Smith</td>
<td>3:00 PM</td>
<td>11:14 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/12/14 – Wed.</td>
<td>Sally Smith</td>
<td>3:00 PM</td>
<td>11:17 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/13/14 – Thurs.</td>
<td>Sally Smith</td>
<td>2:56 PM</td>
<td>11:28 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/14/14 – Fri.</td>
<td>Sally Smith</td>
<td>3:07 PM</td>
<td>11:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/15/14 – Sat.</td>
<td>Sally Smith</td>
<td>3:01 PM</td>
<td>11:07 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/17/14 – Mon.</td>
<td>Sally Smith</td>
<td>7:00 AM</td>
<td>3:12 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/29/14 – Sat.</td>
<td>Sally Smith</td>
<td>6:45 AM</td>
<td>3:10 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/14 – Sun.</td>
<td>Sally Smith</td>
<td>7:30 AM</td>
<td>3:20 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payment Form:

<table>
<thead>
<tr>
<th>(F) Number of Days</th>
<th>(G) Total Number of Nontraditional Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Days 1 minute – 1 hour 59 minutes</td>
<td>Full Days At least 4 Hours</td>
</tr>
<tr>
<td>Part Days 2 – 3 Hours 59 Minutes</td>
<td></td>
</tr>
<tr>
<td>Full Days</td>
<td></td>
</tr>
</tbody>
</table>

Totals