

How to Read Your Care 4 Kids Invoice

The number of hours of care this child is authorized for:
 QT = 1 to 15 hours per week
 HT = 16 to 34 hours per week
 FT = 35 to 50 hours per week
 EFT = 51 to 65 hours per week

Total number of hours per month approved by Care 4 Kids

Your actual charges from the PPA

Enter what you actually charged for this child this month (Your weekly rate times 4.3)

Children In Care	Care 4 Kids Information						Provider Totals for Month				Changes in Care
	First Name Last Name	Certificate Number <hr/> Family ID	Certificate Start Date End Date	Care Level 1	Total Approved Hours per Month	Total Approved Days per Month	Provider Monthly Charge	Actual Days Attended this Month 2	Actual Charge this Month 3	Additional Hours this Month 4	
Jo Smith	0000000000 111111	01/01/2010 07/31/2010	FT	400.0	22	667.00					

Enter the number of days the child was in your care during the month

If there is a child who is no longer in your care, enter the last date you cared for the child

The left side of the invoice is the information that Care 4 Kids has on file. It lists the children in your care, their Certificate number, start and end date, level of care approved, total approved hours per month, total approved days per month and your monthly charge as reported on the Parent Provider Agreement.

Please do not make any changes to this part of the invoice. If any information is incorrect please call your provider liaison at 888-214-5437

The right side of the invoice is information you need to fill out so that you can be paid accurately. For each child in your care, please fill in the first two boxes (days attended and actual charges).

If any of the children in your care required extra hours of care or left your care during this month, please fill out the appropriate boxes.

Please make sure that you sign your invoice and return it to us by the date at the top of the invoice. We will be unable to make payment on any invoices that are returned late.