

Detailed Explanation of Absence Codes

The following codes are to be used when documenting absences. When a child is absent, you must enter a "0" for hours attended and indicate the appropriate absence code for each child for each day. If there are not any absences to report for a child, you **must** enter the total number of hours a child attended for that day. The following are the only approved absence codes. Failure to use these codes will result in your SVL being returned for corrections which will delay payments.

CNS – child never started the facility

This code should be used when a child(ren) never started the facility. This code will result in the child being disconnected from your facility unless you are requiring a notice. When using this code, you are required to indicate a drop/transfer date and a pay until date. (See SVL Instructions)

COV – child had court-ordered visitation

This code should be used when a child does not attend your program for a specified period of time due to visitation with a non-custodial parent (court ordered or parental agreement).

DEC – child is deceased

This code should be used in cases where the child is deceased. When using this code, you must enter a drop/transfer date. (See SVL Instructions)

FCL – facility closed

This code should be used when the actual facility is closed. Example: Inclement weather, holiday's, or other reasons when the facility is not open for business.

FNL – child on funeral leave

This code should be used when the child does not attend the facility due to a funeral.

HOS – child out with serious injury/illness/hospitalization

This code should be used when the child, parent, or sibling is hospitalized which would prevent the child receiving the services to be able to attend the facility.

MOV – child moved out of county/state

This code should be used when a child moves out of the county or state. When using this code, you must enter a drop/transfer date and a pay until date. (See SVL Instructions)

NLA – child no longer attends

This code should be used when a child no longer attends your program. When using this code, you must indicate a drop/transfer and pay until date. (See SVL Instructions)

NSD – not a service day for the child

This code should be used when the child is not scheduled to be at the facility. Example: Parent keeps the child home on the days they are off work and its part of the normal schedule. Example: Parent works Monday, Wednesday and Friday and is off on Tuesday and Thursday and keeps the child home on Tuesday and Thursday. This code should be used for the Tuesday and Thursday absence.

SIK – child out sick

This code should be used when the child is out sick, the parent is sick, doctor/dentist visits, maternity leave, or other reasons associated with illness.

VAC – child on vacation

This code should be used when a child is on vacation, personal days or for any unknown absence reason