



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
 FAMILY SUPPORT AND CHILDREN'S DIVISION  
**CHILD ATTENDANCE RECORD BY FAMILY UNIT**

CHILD CARE PROVIDER NAME	PROVIDER DEPARTMENTAL VENDOR NUMBER (DVN)	PROVIDER TELEPHONE NUMBER
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PARENT OR DESIGNEE NAME	PARENT OR DESIGNEE DCN
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PARENT OR DESIGNEE ADDRESS

PARENT OR DESIGNEE TELEPHONE NUMBER

MONTH/ YEAR	CHILD # 1 NAME (FIRST/LAST)				PARENT MUST INITIAL EACH DAY OF CARE	CHILD # 2 NAME (FIRST/LAST)				PARENT MUST INITIAL EACH DAY OF CARE
DAY OF MONTH	CHILD # 1 DCN					CHILD # 2 DCN				
	TIME CARE BEGAN AM OR PM	TIME CARE ENDED - CHILD LEAVING TO RETURN TO CARE SAME DAY ONLY	TIME CARE BEGAN - CHILD RETURNING TO CARE SAME DAY ONLY	TIME CARE ENDED AM OR PM		TIME CARE BEGAN AM OR PM	TIME CARE ENDED - CHILD LEAVING TO RETURN TO CARE SAME DAY ONLY	TIME CARE BEGAN - CHILD RETURNING TO CARE SAME DAY ONLY	TIME CARE ENDED AM OR PM	
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I certify that the hours and days of care listed above were provided to the above named children.

PARENT SIGNATURE	CHILD CARE PROVIDER SIGNATURE
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**PROVIDER NOTE: All child care providers are required to maintain daily attendance records for subsidy eligible children. Daily attendance records must include the time care began and the time care ended, initialed by the parent/designee, on each day of care. Attendance must be recorded on the same day care is provided. Complete and legible, original attendance records must be submitted with original invoices, for payment.**