

**South Carolina Department of Social Services
SC Voucher Program
IMPORTANT NOTIFICATION TO PROVIDERS**

During your program review today, the following was noted in regards to your records:

- No SC Voucher clients connected.
- No problems were found. Records were in order.
- Attendance was taken, but was: not dated. not easy to follow. not done consistently.
- Attendance was not taken at all or could not be validated.
- Absences were not transferred to the Service Voucher Log (SVL).
- Some absences were not being properly transferred to the SVL.
Number: _____
- SVLs were: not maintained at all. not maintained on-site.
- Some SVLs were missing.

Taking daily attendance and reporting client absences are requirements of your participation in the SC Voucher Program and the procedures for such are outlined in the provider business procedures.

Providers must accurately and consistently maintain documentation of children's attendance who participate through the SC Voucher Program at your facility. Providers must also accurately report absences from the attendance log on the service voucher log.

SVLs are required to be maintained on-site for a period of three years.

You must correct any problems identified above immediately. **Failure to correct this may result in payment being withheld, recouped and/or termination from the SC Voucher Program.**

By my signature, I certify that the findings of my program review were discussed with me, as well as any corrective action required to be submitted. Furthermore, I fully understand the above policy and will take immediate action to insure corrections are made, if applicable.

Signature of Provider

Name of Facility

Date

Address

FEIN No./Social Security No.

City/State/Zip