



# Child Care Scholarship Program FY 2023-2024 Attendance Worksheet Due Date Calendar

Updated 5/25/2023

## Attendance Due Date Calendar

Attendance Sheets for the month of... are due by NOON on or before...

2023	July	7/20/2023
	August	8/22/2023
	September	9/19/2023
	October	10/19/2023
	<b>November</b>	<b>11/16/2023*</b>
	<b>December</b>	<b>12/14/2023*</b>
2024	January	1/19/2024
	February	2/20/2024
	March	3/19/2024
	April	4/19/2024
	<b>May</b>	<b>5/15/2024*</b>
	<b>June</b>	<b>6/14/2024*</b>

**\*Please note earlier than typical due date.**

All dates subject to change. Notice will be given if changes are made.  
Late worksheets will be processed in the next cycle of payments.

## Attendance Delivery Options

### 1 SCAN & E-MAIL

Using either a traditional flat-bed scanner or a scanning app on your mobile device, please ensure all details are visible and easy to read. Then e-mail your scan to...

**scholarship@childcareservices.org**

### 2 FAX

**919-403-6959**

**Attn: Scholarship**

Using other CCSA fax #s will not guarantee on-time delivery to the Scholarship program and could affect your payment.

If you will have any difficulty submitting on time by e-mail or fax, please e-mail [scholarship@childcareservices.org](mailto:scholarship@childcareservices.org) at least two business days before the due date to make alternate arrangements.