

## Provider Instructions: Keystone Babies Vacancy Invoice

Dear Keystone Babies Provider:

Attached is a blank Keystone Babies Vacancy Invoice. You must submit this invoice to your Child Care Information Services (CCIS) agency along with your regular monthly invoice if you had a vacant Keystone Babies slot during the service month.

### Instructions for completing the form:

- If you received your invoice by e-mail, you can change the calendar on the invoice by typing a new month and year by “Service Period”
- Use one line for each vacancy that occurs during the month.
- Place a “V” on the first vacant service day and continue to mark up to 10 service days of vacancy, if needed. If you fill the vacancy prior to 10 days, mark only the days the slot was empty. If your infant/toddler specialist approves your Enrollment Plan, you may enter up to 10 additional days for that particular vacancy.
- See Example Excerpt below

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Vacancy #1	V	V	V	V			V	V	V	V	V			V				
Vacancy #2			V	V			V	V	V	V	V			V	V	V	V	V
Vacancy #3																V	V	V

Please contact us at \_\_\_\_\_ if you have questions.

CCIS of \_\_\_\_\_