

Quick Reference Guide for Completing  
The Paper Service Voucher Log (SVL)

-  Your SVL cannot be submitted prior to the last date on the SVL.
-  Please do not attach any documentation, correspondence or doctors excuses to your SVL.
-  Doctors excuses and other correspondences should be sent separately via fax 1-800-310-5417 or via mail to:

ABC Child Care Program  
P.O. Box 100160  
Columbia, SC 29202-3160

NOTE: Be sure to include the parent name, last four digits of their ssn and the child's name on each doctor's excuse.

-  Remember to use whole numbers when recording hours attended. Example: If a child attends 9 hours and 10 minutes, round the hours to 10. Always round up to the next hour.  
**Note: Hours attended cannot exceed 23 hours per day.**

-  Only the absence reason codes listed on page one in the Service Dates section of the SVL will be accepted. HOL (Holiday) is not a valid code; please use FCL (Facility Closed).

-  When entering a drop/transfer date, you must also enter a pay until date. The pay until date, the last date you expect payment, must be the same as or no more than 14 calendar days past the drop/transfer date.

**Note: The drop transfer date is either the date the child last attended or the last date the child will attend your facility.**

-  If a child never started your facility, you must code the week(s) on the SVL as CNS and must enter a drop/transfer date and a pay until date.

-  When using absence codes NLA, CNS, DEC or MOV, you must enter a drop/transfer date and a pay until date.

-  If a child did not start on the first date of the SVL, you should enter zero and NSD for the days leading up to the actual start date. Example: If a child was to start your facility on 11/01/10 but did not start until 11/10/10, you should enter zeros for the dates of 11/01/10 - 11/09/10 and use the code NSD. You would begin entering hours attended on 11/10/10.

-  If your facility is not open on the weekends, you **must** enter zeros for Saturday and Sunday and **must** use the absence code NSD.
-  Please submit only the original, signed, and completed SVL. No copies or faxes of the SVL will be accepted.
-  Make sure to make and keep a copy of the SVL that you submit.

Completing the SVL correctly will ensure timely processing of your payments. Failure to complete the SVL correctly will result in your SVL being returned to you and will delay your payment. When the On-line SVL becomes available for all child care providers, many of the functions will be automated and will make the completion of your SVL easier.

Should you have any questions or need assistance in completing your SVL, please call the ABC Child Care Control Center at 1-800-262-4416.

11/18/10