**Nata’s Kids, Inc. Billing Checklist**

**(Please email/upload your paperwork monthly according to this checklist by 3rd of each month**

**Original SEIT service forms must be mailed/brought by the 10th of each month)**

**Electronic signatures are accepted for all the forms besides SEIT service form, which must be signed by hand.**

**Submit every month:**

1. **SEIT Provider Monthly Summary Invoice**.
2. **SEIT Provider Time Sheet**
3. **Session Notes**
4. **SEIT service forms** signed by you and parent/caregiver. One form for each week. Original only
5. **Copy of Attendance Card**. Original, signed and dated, needed by the end of school year.
6. **Monthly Schedule**, attach **Change of schedule form** when needed.
7. **Child Absence note or Provider Absence note**, if there were absences during this month
8. **Monthly Assessment** form

**Submit each quarter ( due by December 3, March 3, June 3 and September 3):**

1. **Curriculum Map**  (September-November, December-February, March-May, and June-August).
2. **Quarterly Progress Report**
3. **Parent-Teacher Conference** **note**
4. **Related Services Monitoring** **Form**

**Additionally, you will be asked to submit:**

1. **Age out Report** is due by January 1st the year the child is aging out (if you are not recommending general education setting for the next school year, **new IEP** should be submitted).
2. **Annual Review Report** and **IEP** will be requested prior to annual meeting for your student.

**All required forms are available on nataskids.com**