

Nata's Kids, Inc. Billing Checklist

(Please prepare your paperwork monthly according to this checklist by 3rd of each month)

Submit every month:

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

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

- 10. Curriculum Map** (September-November, December-February, March-May, and June-August).
- 11. Quarterly Progress Report**
- 12. Parent-Teacher Conference note** signed by you and parent
- 13. Related Services Monitoring** form signed by you and parent

Additionally, you will be asked to submit:

- 14. 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).
- 15. Annual Review Report** and **IEP** will be requested prior to annual meeting for your student.

All required forms are available on nataskids.com