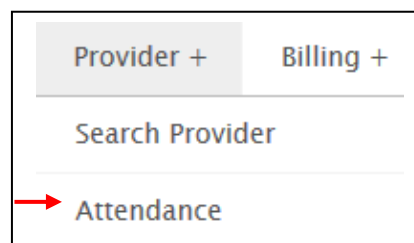


Child Care Financial Assistance (CCFA)

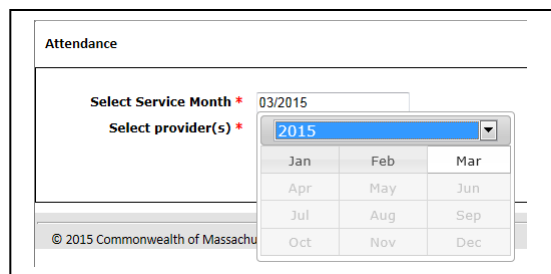
How to Enter Attendance (Voucher Only Providers)

1. Click on the + next to Provider on the Home Screen.

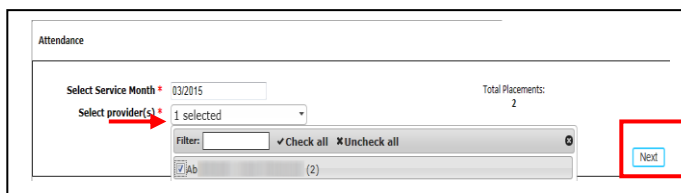
Select Attendance



2. Click on Service Month field and Click on the correct Service Month.

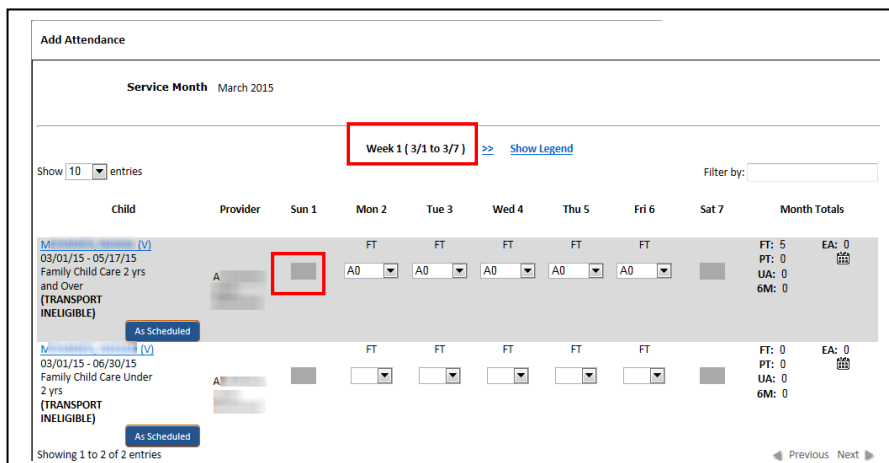


3. Click on the drop down. Select the Provider. Click Next.



4. Add Attendance Screen appears showing the attendance lines for the first week of the month.

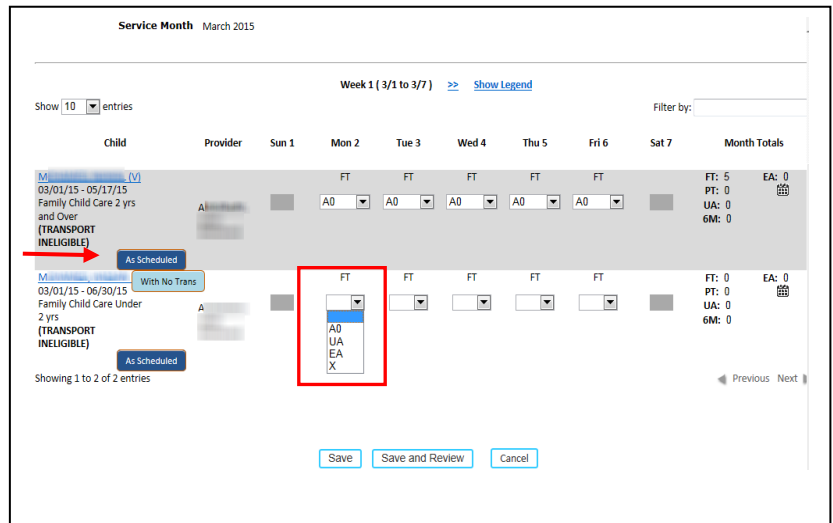
Grayed out days are days the provider is closed or the child is not authorized to attend.



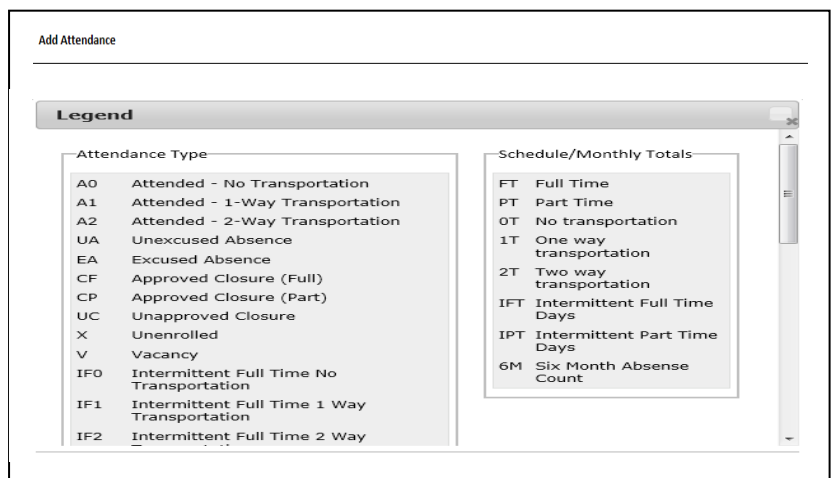
5. Attendance can be entered automatically for the whole week by Clicking on "As Scheduled" and selecting the transportation option.

OR

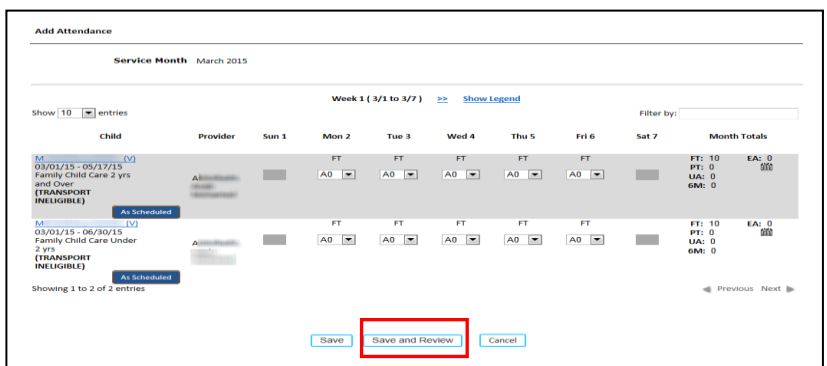
Attendance can be entered day by day by Clicking on the dropdown and Selecting the correct Code.



6. A Legend is included on the Add Attendance Screen. Click on Show Legend for an explanation of attendance codes.



7. When attendance is complete click on Save and Review



8. If any attendance is missing a message will appear. Click Understood. Enter the missing attendance and Click Save and Review.

