Workforce Solutions of West Central Texas
A proud partner of the americanjobcenter network

Provider Name _____

Signature/Electronic signature of person reporting attendance _____ **Date** _____

Remember to report 5th day out with no contact from the parent/caretaker **ON THE 5th DAY** and report CPS absences **DAILY**.

Manual Attendance Report

CCS parents are required to record attendance via the Child Care Automated Attendance (CCAA) system. In the event that the parent is new and does not have an attendance card, or the parent has lost their attendance card, CCS will reimburse providers for care that was authorized until the parent receives their card. In these instances, the provider should record attendance, based on the codes provided below, and submit this form to CCS, by the 7th and the 22nd of each month, for reimbursement.

Please ensure parents report to CCS, within three (3) days, any instances in which they have lost their card, or if they were issued/reissued a new card and have not received it by the 7th day of the card being issued/reissued. In the situation that the POS machine or the phone line is not working and recording attendance is the beyond the control of the parent, report it to CCS immediately, and submit this form to CCS for the time period the parents couldn't record attendance.

Attendance Codes:
A - General Absence
C - Court Ordered Visit
I - Illness
P - Present

Month: **Year:**

Non-Swipe Reason	TWIST ID	Child's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Non Swipe Reason Codes:
N - New Card
L - Lost Card
I - Machine/Phone Line Inoperable

Additional Comments:

NOTE: Claiming for services not actually provided constitues fraud.

For billing and payment questions, contact our Financial Management staff at CCAA@workforcesystem.org, or call 325-795-4200
Form can be emailed to CCAA@workforcesystem.org or faxed to 325-795-4369

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Financial Manager Specialist

Equal Opportunity Employer/Program
Auxiliary aids and services are available, upon request, to individuals with disabilities. Relay: 1-800-735-2989 (TTY) / 711 (Voice).

This service is funded in whole or in part with federal funds. More detailed information is located on the Board's website at http://www.workforcesystem.org/107/Public-Information.

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