

CDDIS Attendance Reports

Entering, Adjusting, and Viewing Child
Development Division Information System
(CDDIS) Attendance Reports



CDDIS Trainings

This is the second training in a series of CDDIS trainings for child care providers. We recommend you view them in the order below.

1. [CDDIS Login Overview](#)
2. [CDDIS Attendance Reports](#)
3. [CDDIS Provider Rate Agreements \(PRA\)](#)
 - a) [Checking PRA Status](#)
4. [CDDIS Operation Hours, Certificates, Claims and Notices](#)

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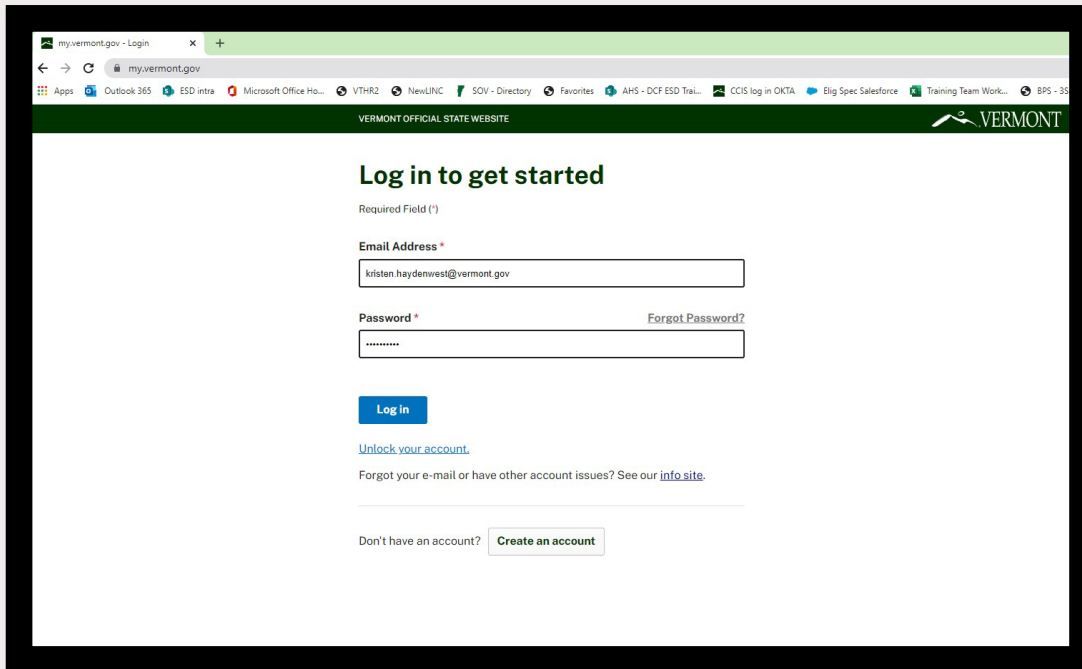
Logging Into CDDIS

Getting Paid Through CDDIS

All licensed, registered, and Approved Relative Child Care providers who wish to be paid child care financial assistance (subsidy) need to submit attendance reports in the Child Development Division Information System (CDDIS).

Providers must request access to CDDIS by submitting a CDDIS Help Desk Request at <https://cddishelpdesk.vermont.gov>.

Log Into Your my.vermont.gov Account

A screenshot of a web browser displaying the my.vermont.gov login page. The browser's address bar shows 'my.vermont.gov'. The page has a green header with the Vermont state logo and the text 'VERMONT OFFICIAL STATE WEBSITE'. The main content area is white and features the heading 'Log in to get started' in green. Below this, there is a 'Required Field (*)' label. The 'Email Address *' field contains the text 'kristen.haydenwest@vermont.gov'. The 'Password *' field is masked with dots. To the right of the password field is a link for 'Forgot Password?'. Below the password field is a blue 'Log In' button. Underneath the button are two links: 'Unlock your account.' and 'Forgot your e-mail or have other account issues? See our info site.' At the bottom, there is a link 'Don't have an account?' followed by a 'Create an account' button.

You will receive an email prompting you to log in or set up a new account with my.vermont.gov.


If you need assistance with your password, submit a CDDIS Help Desk Request at <https://cddishelpdesk.vermont.gov>.


Provider Login

Once you are logged into your **my.Vermont.gov** account*, look for the **Child Care Programs** block and click **Provider Login**. You will be directed to the CDDIS homepage ([see slide 10](#)).


*The look of your homepage in my.Vermont.gov may look different based on the AHS programs you are associated with.


[Upload](#)

**Medicaid for the Aged, Blind and Disabled (MABD)**
Application for health coverage and help paying medical costs.
[Apply](#)

**MyBenefits**
3SquaresVT, Reach Up, Fuel Assistance & Essential Person benefits.
[Apply](#)

AHS Child Development Division
Click below for CDDIS application links.

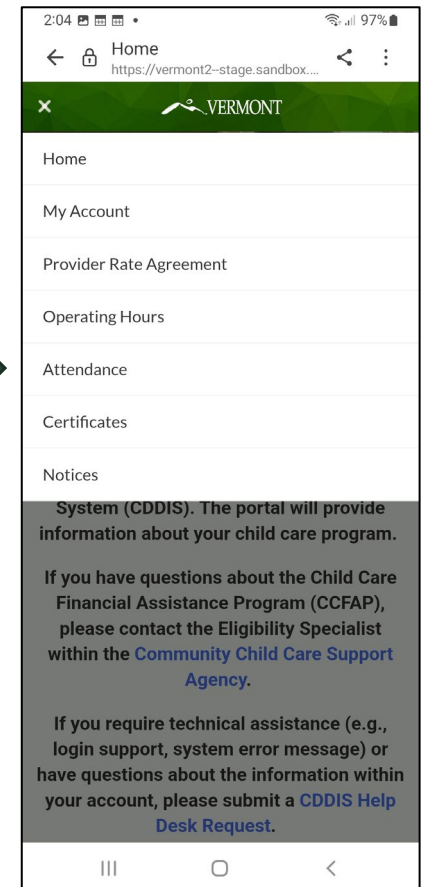
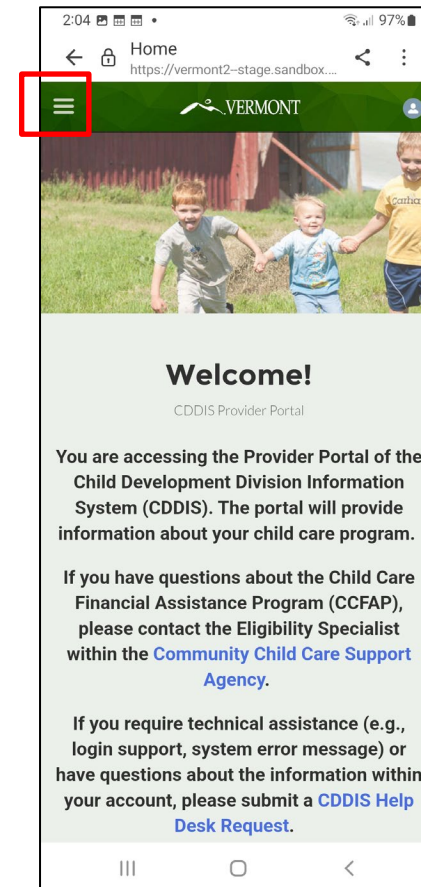
**Families**
Child care financial assistance account information.
[Family Login](#)

**Child Care Programs**
Attendance and invoicing for child care financial assistance.
[Provider Login](#)

[Click here for assistance logging in to CDD programs.](#)

Logging In With A Mobile Device

- You can use a smartphone, tablet, or computer to log into CDDIS.
- There is no separate app to do this. You will need to log in at ***my.Vermont.gov*** via a browser as if you were on a desktop.
- The information found using a mobile device will be the same, BUT the view will adjust to fit a smaller screen.
- Look for a “More” button or select the dropdown icon to expand the number of items you see.
 - **Example:** On a Galaxy phone, the toolbar choices display when you select the triple line icon on the top left of the Welcome screen.

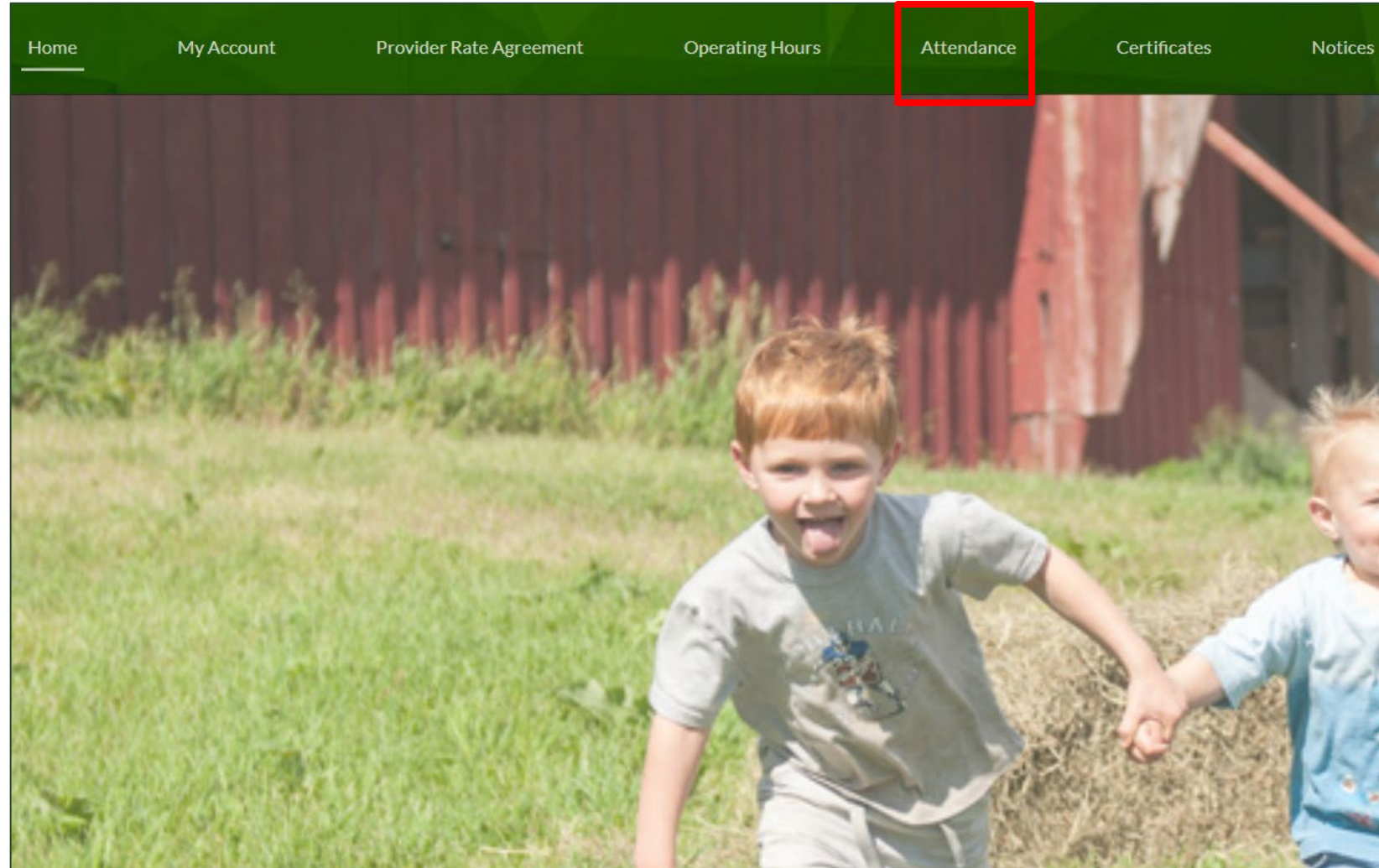


Entering An Attendance Report

Enter An Attendance Report

After you have logged into CDDIS, select the **Attendance** tab* from the green banner on the top of the CDDIS homepage.

*If using a mobile device, you will need to click on the “**More**” or dropdown button to see the Attendance tab.



Attendance Entry Screen

The Attendance screen has tabs for Attendance Entry, Adjusting Attendance, and running Attendance Reports. The default is Attendance Entry.

The screenshot displays the Attendance Entry screen. At the top is a dark green navigation bar with links: Home, My Account, Provider Rate Agreement, Operating Hours, Attendance, Certificates, and Notices. Below this is a light green tab bar with three tabs: Attendance (highlighted with a red box), Attendance Adjustment, and Attendance Report (also highlighted with a red box). The main content area is titled "Attendance Entry" and contains a form with the following elements:

- A "Time Plan (mm/dd/yyyy-mm/dd/yyyy)" search field with a magnifying glass icon.
- A "Select Account" dropdown menu.
- A checkbox labeled "Paper Attendance?".
- Two blue links: "Download Paper Print" and "Print Attendance".
- A table header with columns: CHILD NAME, PARENT NAME, CERTIFICATE END DATE, CERTIFICATE ID NUMBER, WEEK, NO LONGER ENROLLED, M, T, W, TH, F, S, IF FT/PT, and NOTES.
- At the bottom of the form are four buttons: "Save", "← Prev", "Page 1 of 0", "Next →", and "Submit".

Service Periods

- CDDIS is set up to accept attendance in two-week intervals called *service periods*.
- Service periods are fixed and cover the fiscal year, which runs from July 1st through June 30th.
 - All attendance records are based on the state fiscal year, not the January to December calendar year.
 - For example, licensed and registered providers may be paid for up to 30 closed days. You must use July 1st as the start date when calculating the number of closed days you can be paid for during the year.



A link to the current CCFAP Payment Calendar is always posted on the [CCFAP Information for Providers page](#) on our website.

[Home](#)[My Account](#)[Provider Rate Agreement](#)[Operating Hours](#)[Attendance](#)

[Attendance](#)[Attendance Adjustment](#)[Attendance Report](#)

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy)

Show All Results for "04/24"

04/24/2022-05/07/2022

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	S	M	T
------------	-------------	----------------------	-----------------------	------	--------------------	---	---	---

Save

← Prev

Page 1 of 1

Entering Service Period Dates

In the Time Plan field, begin typing the month and the day of the service period.

The date range will pop up below the field for you to select.

Note: There **must** be 4 digits. Example: April 24th is 04/24.

Selecting An Account

If you have more than one account in CDDIS, you will need to click on the **Select Account** field and choose the correct account from the dropdown.

You will automatically be taken to the attendance page.

The screenshot shows the CDDIS Attendance Report page. The top navigation bar includes links for Account, Provider Rate Agreement, Operating Hours, Attendance, Certificates, and Notices. Below this, there are tabs for Attendance Adjustment and Attendance Report. The main content area is titled 'Entry' and contains a date field (05/07/2022) and a 'Select Account' dropdown menu. The dropdown menu is open, showing three options: VT Personal Account, Neck of the Woods, and Kristen's Kid Kare. A red box highlights the dropdown menu. Below the dropdown menu, there is a 'Download Paper Print' link and a table with columns for CERTIFICATE END DATE, CERTIFICATE ID NUMBER, WEEK, NO LONGER ENROLLED, S, M, and T. At the bottom of the page, there are buttons for Save, Prev, Next, and Submit, along with a 'Page 1 of 0' indicator.

CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	S	M	T

Attendance Entry

Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices

Attendance Attendance Adjustment Attendance Report

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy) X Select Account

☐ Paper Attendance? [Download Paper Print](#) [Print Attendance](#)

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	M	T	W	TH	F	S	IF FT/PT	NOTES	
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24 8.5	4/25 8.5	4/26 8.5	4/27 8.5	4/28 8.5	4/29 8.5	4/30 	<input type="checkbox"/> FT?	
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1 	5/2 	5/3 	5/4 	5/5 	5/6 	5/7 	<input type="checkbox"/> FT?	
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24 	4/25 	4/26 	4/27 	4/28 	4/29 	4/30 	<input type="checkbox"/> FT?	
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1 	5/2 	5/3 	5/4 	5/5 	5/6 	5/7 	<input type="checkbox"/> FT?	

For each child, mark the hours of attendance in the boxes on the right side of the screen.

- There are separate attendance lines for the two weeks of the service period.
- You may use decimals to enter partial hours (ex. 8.5.)

Attendance Entry FT/PT

Providers should **NOT** check the FT/PT (full-time/part-time) box by default. It should only be selected when a child with a FT/PT certificate is present or registered for full-time hours during a week, and codes are used.

By checking the FT/PT box, you certify:

1. The child was enrolled to attend at least 26 hours of care.
2. During this care, the child's regular school or program was not available to them.
3. You used attendance codes for the times the child was scheduled to attend.

Select Account							
Neck of the Woods							
Attendance							
	M	T	W	TH	F	S	IF FT/PT NOTES
4/24	4/25	4/26	4/27	4/28	4/29	4/30	<input checked="" type="checkbox"/> FT? <input type="text"/>
8.5	8.5	8.5	8.5	8.5	8.5		
5/1	5/2	5/3	5/4	5/5	5/6	5/7	<input checked="" type="checkbox"/> FT? <input type="text"/>
4/24	4/25	4/26	4/27	4/28	4/29	4/30	<input type="checkbox"/> FT? <input type="text"/>
5/1	5/2	5/3	5/4	5/5	5/6	5/7	<input type="checkbox"/> FT? <input type="text"/>

Hours Entered VS Hours Paid

Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices

Attendance Attendance Adjustment Attendance Report

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy)

Select Account

☐ Paper Attendance? [Download Paper Print](#) [Print Attendance](#)

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	S	M	T	W	TH	F	S	IF FT/PT	NOTES
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24	4/25	4/26	4/27	4/28	4/29	4/30	<input type="checkbox"/>	<input type="text" value="8.5"/>
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1	5/2	5/3	5/4	5/5	5/6	5/7	<input type="checkbox"/>	<input type="text" value="8.5"/>
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24	4/25	4/26	4/27	4/28	4/29	4/30	<input type="checkbox"/>	<input type="text" value="8.5"/>
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1	5/2	5/3	5/4	5/5	5/6	5/7	<input type="checkbox"/>	<input type="text" value="8.5"/>

- Registered and licensed child care providers will receive payment only for hours authorized; however, they must enter the total number of hours a child attended, regardless of authorized hours.
- Approved Relative Child Care (ARCC) providers can **only** enter up to the number of hours authorized.

Don't Lose Your Work!

Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices

Attendance Attendance Adjustment Attendance Report

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy) 04/24/2022-05/07/2022 X Select Account Neck of the Woods

☐ Paper Attendance? [Download Paper Print](#) [Print Attendance](#)

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	S	M	T	W	TH	F	S	IF FT/PT	NOTES
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24	4/25	4/26	4/27	4/28	4/29	4/30	<input checked="" type="checkbox"/> FT?	<input type="text"/>
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1	5/2	5/3	5/4	5/5	5/6	5/7	<input checked="" type="checkbox"/> FT?	<input type="text"/>
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24	4/25	4/26	4/27	4/28	4/29	4/30	<input type="checkbox"/> FT?	<input type="text"/>
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1	5/2	5/3	5/4	5/5	5/6	5/7	<input type="checkbox"/> FT?	<input type="text"/>

Save Prev Page 1 of 1 Next **Submit**

- You **MUST** select the **Save** button before you move on to another screen or your work will be lost.
- This includes situations where programs have multiple pages of attendance. You **MUST Save** at the end of each page.
- You can enter attendance daily, weekly or for a full two-week service period, but always hit **Save** to keep that information until the full two weeks of attendance has been submitted.

Attendance Codes

- Regulated child care providers who serve children receiving child care financial assistance can enter letter codes into their child care attendance within CDDIS in place of hours of care when a child is absent or when the program is closed on normal days of operation.
- Approved Relative Child Care providers are not eligible to use codes. If a code is entered, no payment will be made for that day.
- See the **Attendance Code** fact sheet at <https://dcf.vermont.gov/cdd/providers/care/ccfap> for more details about each code and when and how to use them.

Entering Attendance Codes

Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices

Attendance Attendance Adjustment Attendance Report

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy) X

Select Account

☐ Paper Attendance? [Download Paper Print](#) [Print Attendance](#)

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	S	M	T	W	TH	F
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24	4/25	4/26	4/27	4/28	4/29
						V	V	V	V	V	
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	5/1/2022 - 5/7/2022	<input type="checkbox"/>						
[REDACTED]	[REDACTED]	2022-06-27	CR-047311	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24	4/25	4/26	4/27	4/28	4/29
[REDACTED]	[REDACTED]	2022-06-27	CR-047311	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1	5/2	5/3	5/4	5/5	5/6

In this example, the child was on vacation from 4/24-4/30. The provider entered a “V” in the attendance for the week.

Additional Information

Additional information available on the Attendance Entry page includes:

- Parent name
- Child's certificate
- Service period
- Check box if the child is no longer enrolled
- A Print Attendance button to download a spreadsheet with the data you have entered for your record-keeping.

The screenshot shows the 'Attendance Entry' page with a green navigation bar at the top containing links: Home, My Account, Provider Rate Agreement, Operating Hours, Attendance, Certificates, and Notices. Below the navigation bar, there are tabs for 'Attendance', 'Attendance Adjustment', and 'Attendance Report'. The 'Attendance' tab is active.

The 'Attendance Entry' section includes a 'Time Plan (mm/dd/yyyy-mm/dd/yyyy)' dropdown menu set to '04/24/2022-05/07/2022', a 'Select Account' dropdown menu set to 'Neck of the Woods', a 'Paper Attendance?' checkbox, a 'Download Paper Print' button, and a 'Print Attendance' button (highlighted with a red box).

Below the form is a table with the following columns: CHILD NAME, PARENT NAME, CERTIFICATE END DATE, CERTIFICATE ID NUMBER, WEEK, NO LONGER ENROLLED, and a grid of checkboxes for days of the week (S, M, T, W, TH, F). The first row of the table is highlighted with a red box.

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	S	M	T	W	TH	F
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	4/24/2022 - 4/30/2022	<input type="checkbox"/>		4/24	4/25	4/26	4/27	4/28
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	5/1/2022 - 5/7/2022	<input type="checkbox"/>		5/1	5/2	5/3	5/4	5/5
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	4/24/2022 - 4/30/2022	<input type="checkbox"/>		4/24	4/25	4/26	4/27	4/28
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	5/1/2022 - 5/7/2022	<input type="checkbox"/>		5/1	5/2	5/3	5/4	5/5

Submitting Attendance

Once all attendance information for that service period is entered, click **Submit**.

- You can only submit attendance once the service period has ended.
- You have up to **60 days** to submit attendance for a service period.

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy)

Select Account

☐ Paper Attendance? [Download Paper Print](#) [Print Attendance](#)

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	S	M	T	W	TH	F	S	IF FT/PT	NOTES
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24 8.5	4/25 8.5	4/26 8.5	4/27 8.5	4/28 8.5	4/29 8.5	4/30 	<input checked="" type="checkbox"/> FT?	<input type="text"/>
[REDACTED]	[REDACTED]	2022-06-18	CR-049254	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1 	5/2 	5/3 	5/4 	5/5 	5/6 	5/7 	<input checked="" type="checkbox"/> FT?	<input type="text"/>
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	4/24/2022 - 4/30/2022	<input type="checkbox"/>	4/24 	4/25 	4/26 	4/27 	4/28 	4/29 	4/30 	<input type="checkbox"/> FT?	<input type="text"/>
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	5/1/2022 - 5/7/2022	<input type="checkbox"/>	5/1 	5/2 	5/3 	5/4 	5/5 	5/6 	5/7 	<input type="checkbox"/> FT?	<input type="text"/>

[Save](#) [← Prev](#) [Page 1 of 1](#) [Next →](#) [Submit](#)

Summary Details

After hitting **Submit**, a Summary Details page will appear.

- 1. Review the attendance information and the calculation of hours for accuracy.
- 2. Click the approval box on the bottom of the screen.

Note: A red error box may appear if there is a problem with the hours entered. In the example above, too many hours were entered for the child.

Error
For CertificateCR-049247 Total Hours 140 should not be > Authorized Hours100

Success
Attendance Summary Calculated Successfully.

Success
Timesheet Saved Successfully!

Certificate ID	Certificate EndDate	Total Authorized Hours	Week1's Reported Ho...	Week2's Reported Ho...
CR-049254	6/18/2022	45	51	0
CR-047311	8/27/2022	40	0	0
CR-048913	7/30/2022	25	0	0
CR-048748	6/11/2022	25	0	0
CR-048749	8/27/2022	40	0	0

agency is a criminal act. The crime is a felony under 33 V.S.A. §143, §141, with a maximum penalty of up to 10 years in prison or a fine up to \$1,000 or twice the amount of the fine under 13 V.S.A. §3001 with a maximum penalty of 5 years in prison or a fine of up to \$10,000, or both.

against your child care license, registration, or Legally Exempt certificate if providing false information is substantiated.

☐ The information I entered on this form is true, accurate, and complete

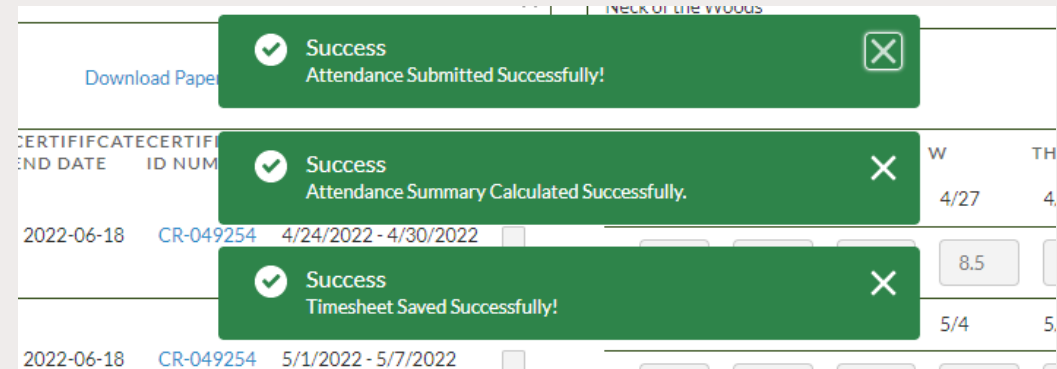
Success Notification

At each step in the attendance submission process, a Success notification will pop-up on the screen.

Here you can see that:

- the attendance was successfully submitted
- the attendance summary was calculated successfully
- the timesheet was saved

Note: You will need to hit the **X** for the notifications to go away.

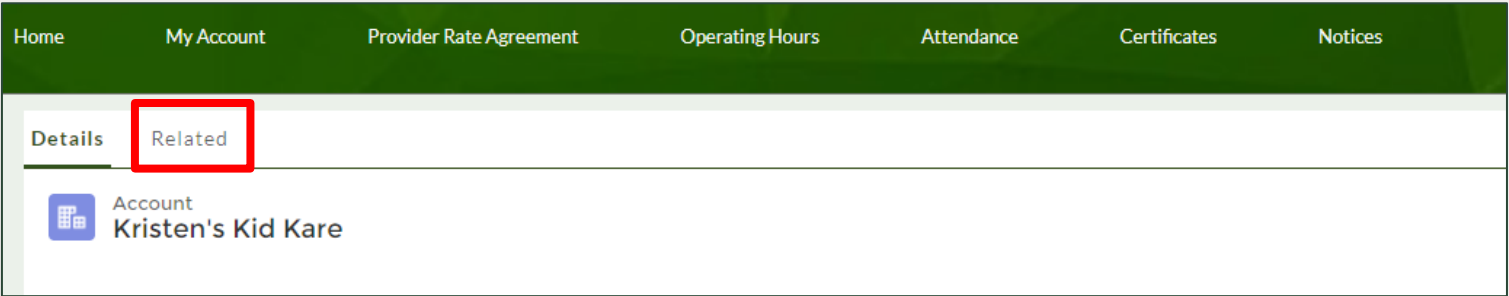
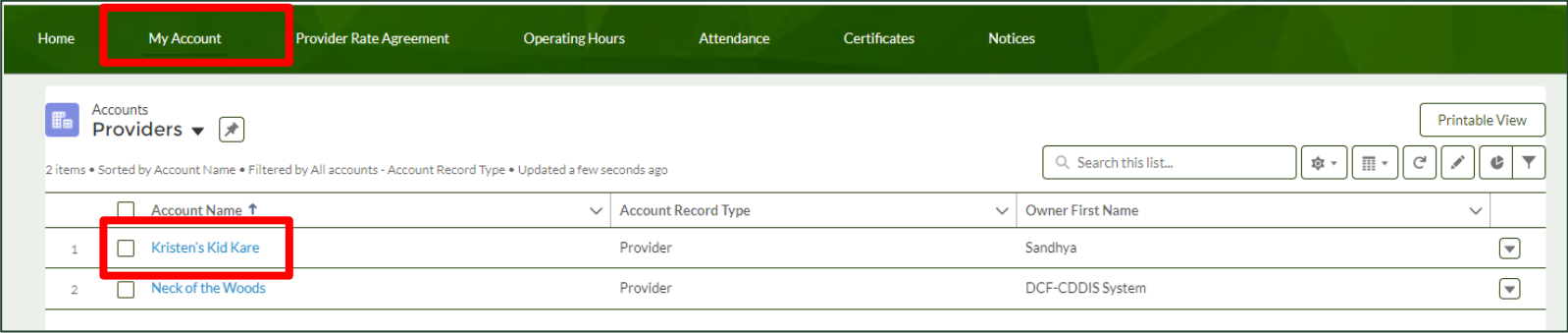


Viewing A Submitted Attendance Report

View Status of Attendance Report

Once the attendance has been successfully submitted you can check its status in CDDIS.

1. From the green banner at the top of the page select the **My Account** tab.
2. Select the Account Name.
3. Select the **Related** tab.
4. Scroll to the bottom of the **Related** screen and find the Claims section.
5. Click **View All** under the Claims section if you do not initially see the Claim Number.



Claims (6+)			
Claim Number	Claim Status	Claim Owner	Pay Period
a2u3S0000001IW1	Posted	SOV Provider	09/25/2022-10/08/2022
a2u3S0000001FnT	Processed	SOV Provider	09/11/2022-09/24/2022
a2u3S0000001EqB	Processed	SOV Provider	08/28/2022-09/10/2022
a2u3S0000001EqV	Processed	SOV Provider	08/28/2022-09/10/2022
a2u3S0000001Cow	Processed	SOV Provider	08/14/2022-08/27/2022
a2u3S0000001Eq1	Processed	SOV Provider	08/14/2022-08/27/2022
			View All

View & Print Claim Record

To see the details of an invoice, follow the steps on the previous slide and then:

1. From the Claims section, select the relevant **Claim Number**.
2. Once that claim screen opens, click on the **View Claim Record** button in the top right corner.
3. A copy of the invoice will display. It can be printed or saved as a pdf.

Note: The asterisk (*) next to a child's name on the claim record indicates they receive specialized child care payments and will be listed twice on the invoice.

Claims (6+)			
Claim Number	Claim Status	Claim Owner	Pay Period
a2u3S0000000Tng	Processed	Neck of the Woods	
a2u3S0000000UAr	Processed	Neck of the Woods	
a2u3S0000000VSR	Processed	Neck of the Woods	
a2u3S0000000VYG	Processed	Neck of the Woods	

Claim

Early Learning Program

View Claim Record

Claim Number	Pay Period	Claim Total	Expense Amount	Claim Status	VISION Paid Amount
	07/03/2022-07/16/2022	\$561.00	\$561.00	Processed	\$561.00

DETAILS

RELATED

Chatter isn't enabled or the user doesn't have Chatter access

Print

Provider Name:

Provider Id:

Pay Period:

Invoice Create Date:

Invoice Create By:

Invoice Type:

Invoice Status:

Paid Date:

Invoice Description:

Invoice Expense Amount:

Invoice Deduction Amount:

Net Amount:

0003:

09/25/2022-10/08/2022

Mon Oct 31 16:24:20 GMT 2022

Attendance

Posted

2016.00

0.00

2016.00

Summary of Invoice Details

Child Name:	Certi	Att	Pay Week:	Amount	Family Share
MALAK	CR-1	A-3	2022-09-25 - 2022-10-01	280.00	00.00
MALAK	CR-1	A-3	2022-10-02 - 2022-10-08	280.00	00.00
Alan Bo	CR-1	A-3	2022-09-25 - 2022-10-01	280.00	00.00
Alan Bo	CR-1	A-3	2022-10-02 - 2022-10-08	280.00	00.00
Atticus	CR-1	A-3	2022-09-25 - 2022-10-01	280.00	00.00
Atticus	CR-1	A-3	2022-10-02 - 2022-10-08	280.00	00.00
Ava	CR-1	A-3	2022-09-25 - 2022-10-01	280.00	00.00
Alan Book*	CR-00	A-34	2022-09-25 - 2022-10-01	28.00	00.00
Alan Book*	CR-00	A-34	2022-10-02 - 2022-10-08	28.00	00.00

Specialized Child Care Payment

This incentive is intended to recognize and support SCC programs to offset the cost of specialized materials, professional development, staffing, and other supports needed to provide specialized child care.

Number of children Eligible	Amount Received
1	56.00

Invoice Deduction Amount:

This amount (if greater than \$0) indicates the recoupment of funds by the Child Development Division. The recoupment of funds will continue on each submitted invoice until the balance is paid in full. If you have questions about your recoupment, please refer to the letter you received from the Child Development Division or contact the Child Care Financial Assistance Program at chdcfdcfassumpments@va.gov.

View Claim Details By Child

1. While in a claim record (see step 1 on page 27), click the **Related** tab.
2. Click **View All** under Claim Line Items. This will give you a list view of all children. Click column headers by:
 - Child First Name or Child Last Name to match up the lines by Child.
 - Record Type to have the specialized child care children show together.

Claim SOV Provider

View Claim Record Printable View

Claim Number: a2u3500 Pay Period: 09/25/2022-10/08/2022 Claim Total: \$2,016.00 Expense Amount: \$2,016.00 Claim Status: Posted VISION Paid Amount: \$2,016.00

DETAILS RELATED

Claim Line Items (6+)

Line Item Number	Child Firstname	Child Lastname	Attendance
a1035	MALAKAI		A-34
a1035	OLIN		A-34
a1035	Pebbles		A-34
a1035	Alan		A-34
a1035	Atticus		A-34
a1035	Elianna		A-34

View All

Chatter isn't enabled or the user doesn't have Chatter access.

Claims > a2u350

Claim Line Items

24 items • Sorted by WeekEndDate • Updated a minute ago

Line Item Number	Child Firstname	Child Lastname	Attendance	Expense Amount	Certificate	WeekStart...	WeekEnd...	Status	Record Type
9 a1035	Jolene		A-34	\$0.00	CR-008	10/2/2022	10/8/2022	Closed W/O Pay	Claim Line Item
10 a1035	KELANINOLAH		A-34	\$0.00	CR-001	10/2/2022	10/8/2022	Closed W/O Pay	Claim Line Item
11 a1035	Alan		A-34	\$28.00	CR-008	10/2/2022	10/8/2022	Posted	Specialized Child Care
12 a1035	MALAKAI		A-34	\$280.00	CR-002	9/25/2022	10/1/2022	Posted	Claim Line Item
13 a1035	OLIN		A-34	\$0.00	CR-004	9/25/2022	10/1/2022	Closed W/O Pay	Claim Line Item
14 a1035	Pebbles		A-34	\$0.00	CR-008	9/25/2022	10/1/2022	Closed W/O Pay	Claim Line Item
15 a1035	Alan		A-34	\$280.00	CR-008	9/25/2022	10/1/2022	Posted	Claim Line Item
16 a1035	Atticus		A-34	\$280.00	CR-001	9/25/2022	10/1/2022	Posted	Claim Line Item
17 a1035	Ava		A-34	\$280.00	CR-005	9/25/2022	10/1/2022	Posted	Claim Line Item

Adjusting Attendance

Editing and re-submitting a previously submitted attendance form

Submit An Adjustment

If CDD notices an error or missing element in an attendance report, it will be sent back to you for updating. To correct a claim that is already submitted:

1. Go to the **Attendance** tab.
2. Select **Attendance Adjustment**.
3. Select the relevant Service Period and Account Name.

The screenshot shows a web application interface for submitting an attendance adjustment. At the top, a dark green navigation bar contains links: Home, My Account, Provider Rate Agreement, Operating Hours, Attendance (highlighted with a red box), Certificates, and Notices. Below this, a light green sub-navigation bar has three tabs: Attendance, Attendance Adjustment (highlighted with a red box), and Attendance Report. The main content area is titled "Attendance Entry" and contains two input fields, both highlighted with red boxes. The first field is labeled "Time Plan (mm/dd/yyyy-mm/dd/yyyy)" and contains the date range "04/24/2022-05/07/2022" with a green circular icon on the left and a close button (X) on the right. The second field is labeled "Select Account" and contains the text "Neck of the Woods".

Attendance Adjustment – Screen 1

After choosing the Attendance Adjustment button and selecting the appropriate dates and account, this screen appears.

1. Click the box next to the child whose attendance you need to update.
2. Select the **Next** button.

The screenshot shows the 'Attendance Adjustment' screen. At the top, there is a green header bar with navigation links: 'Home', 'My Account', 'Provider Rate Agreement', and 'Op'. A success message banner reads 'Success Attendance Adjustment Records loaded successfully'. Below the header, there are tabs for 'Attendance', 'Attendance Adjustment' (which is selected), and 'Attendance Report'.

The main section is titled 'Attendance Entry'. It contains two input fields: 'Time Plan (mm/dd/yyyy-mm/dd/yyyy)' with the value '04/24/2022-05/07/2022' and 'Select Account' with the value 'Neck of the Woods'.

Below these fields is a table with the following columns: Child Name, Parent Name, Cert. End Date, CERT. ID NUMBER, Week1, S, M, T, W, TH, F, S, IF FT/PT, Week2, S, M, T, W, TH, F, S, IF FT/PT. The table contains five rows of data. The first row is highlighted with a red box around the checkbox in the 'Child Name' column. The 'Next' button at the bottom right is also highlighted with a red box.

Child Name	Parent Name	Cert. End Date	CERT. ID NUMBER	Week1	S	M	T	W	TH	F	S	IF FT/PT	Week2	S	M	T	W	TH	F	S	IF FT/PT
<input type="checkbox"/>	[REDACTED]	6/17/2022	CR-049254	4/24 - 4/30	8.5	8.5	8.5	8.5	8.5	8.5		✓	5/1 - 5/7								✓
<input checked="" type="checkbox"/>	[REDACTED]	8/26/2022	CR-047311	4/24 - 4/30									5/1 - 5/7								
<input type="checkbox"/>	[REDACTED]	7/29/2022	CR-048913	4/24 - 4/30									5/1 - 5/7								
<input type="checkbox"/>	[REDACTED]	6/10/2022	CR-048748	4/24 - 4/30								✓	5/1 - 5/7								✓
<input type="checkbox"/>	[REDACTED]	8/26/2022	CR-048749	4/24 - 4/30									5/1 - 5/7								

At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Submit'.

Edit Attendance Sheet

1. We updated the hours for the week of 4/24-4/30. (Note that the child was sick on Friday.)
2. For the week of 5/1-5/7, we have checked the **No Longer Enrolled** box. This blanked out the ability to fill in attendance and will let CDD know that the child is no longer enrolled in your program.
3. Select **Submit** when done.

Attendance **Attendance Adjustment** Attendance Report

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy) X

Select Account

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	CERTIFICATE ID NUMBER	WEEK	NO LONGER ENROLLED	S	M	T	W	TH	F	S	IF FT/PT	NOTES	
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	4/24 - 4/30	<input type="checkbox"/>		4/24	4/25	4/26	4/27	4/28	4/29	4/30	<input type="checkbox"/> FT?	
							7.5	8	7.5	8	8	S			
[REDACTED]	[REDACTED]	2022-08-27	CR-047311	5/1 - 5/7	<input checked="" type="checkbox"/>		5/1	5/2	5/3	5/4	5/5	5/6	5/7	<input type="checkbox"/> FT?	

Previous Next **Submit**

omeMy AccountProvider Rate AgreementOpSuccessAttendance Summary Calculated Successfully.

AttendanceAttendance AdjustmentAttendance Report

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy)
04/24/2022-05/07/2022

Select Account

CHILD NAME	PARENT NAME	CERTIFICATE END DATE	Child ...	Certi...	Certi...	Total ...	Week...	Week...	Used ...
CORBIN WIMBLE	ASHLEY L METEVIER	2022-08-27	[REDACTED]	CR-047311	8/27/2022	40	44	0	1S
CORBIN WIMBLE	ASHLEY L METEVIER	2022-08-27							

1. Filing a false claim to a state agency is a criminal act. The crime is a felony under 33 V.S.A. §143, §141, with a maximum penalty of up to 10 years in prison or a fine up to \$1,000 or twice the amount wrongfully obtained. The crime is also a felony under 13 V.S.A. §3001 with a maximum penalty of 5 years in prison or a fine of up to \$10,000, or both.

2. DCF may revoke your child care license, registration, or Legally Exempt certificate if providing false information is substantiated.

☒ The information I entered on this form is true, accurate, and complete

CancelSubmit

F	S	IF FT/PT	NOTES
4/29	4/30	<input type="checkbox"/> FT?	
5/6	5/7	<input type="checkbox"/> FT?	

Confirmation

As when you originally submitted attendance, you will receive a success notification and be asked to verify your submission. Check the box and click **Submit**.

Printing or Exporting Attendance Reports

Attendance Reports

1. Click on the **Attendance Report** tab to view a history of submitted attendance.
2. Select the service period, account, and child.
3. Click **Print Attendance**.
4. A list of attendance submissions associated with that child will display. They can be viewed or exported.

Attendance Attendance Adjustment **Attendance Report**

Attendance Entry

Time Plan (mm/dd/yyyy-mm/dd/yyyy)

Select Account

Select Child

[Print Attendance](#)

Report: Attendance with Certificate
Attendance/Attendance Adjustment Reports

Total Records: 2 Total Check box if child is no long...: 0 Total FT/PT Indicator: 0 Total If FT/PT: 0

Child Name	Certificate Id	Attendance: Record Type	Pay Period	Week Start Date	Week End Date	Attendance: Created Date	Attendance: Attendance Name	Certificate: Certificate Name
	CR-047311 (2)	Attendance	04/24/2022-05/07/2022	4/24/2022	4/30/2022	5/5/2022	A-39884	CR-047311
		Attendance	04/24/2022-05/07/2022	5/1/2022	5/7/2022	5/5/2022	A-39885	CR-047311
Subtotal								
Total (2)								

Row Counts ☒ Detail Rows ☒ Subtotals ☒ Grand Total ☒

Thank you for viewing this training.

For additional tools and resources visit the **CCFAP Information For Providers** page on our website at
<https://dcf.vermont.gov/cdd/providers/care/ccfap>.