



Electronic Attendance System User Guide for Military Providers



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This is for the use of child care providers participating in CCAoA's Military Child Care in Your Neighborhood (MCCYN) and Military Child Care in Your Neighborhood Plus (MCCYN-Plus) fee assistance programs ONLY and is NOT meant for wider distribution.

Reviewing your dashboard – EAS Provider View

Name	Child ID	Household ID	Period	Status
Child Name 1	1234567	854321	Jun 01-30, 2024	Incomplete
Child Name 2	2234567	554321	Jun 01-30, 2024	Incomplete
Child Name 3	3234567	454321	Jun 01-30, 2024	Incomplete
Child Name 4	4234567	354321	Jun 01-04, 2024	Incomplete
Child Name 5	5234567	254321	Jun 01-04, 2024	Incomplete

The provider landing screen consists of the available attendance record for each child with an active certificate at your facility. You can confirm your facility's address and provider ID# at the top of the page. You will be able to filter by month, status, or search by child's name or ID within your dashboard.

The following Electronic Attendance System (EAS) User Guide will provide basic instructions and guidance for child care providers submitting attendance sheets for eligible families participating in Child Care Aware® of America's MCCYN and MCCYN-Plus fee assistance programs. It covers five (5) different scenarios for attendance:

1. [Scenario 1](#) – Child attended care the entire month and the family was billed accordingly.
2. [Scenario 2](#) – Child did NOT attend care the entire month and/or was not billed accordingly.
 - Scenario 2a: Start month of care
 - Scenario 2b: Last month of care
3. [Scenario 3](#) – Child's attendance for either scenario is confirmed by the family.
4. [Scenario 4](#) – Child's attendance for either scenario is rejected by the family.



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Scenario 1

Child attended care the entire month and the family was billed accordingly (not first or last month of care)

Step 1: On the 25th of each month, the child care provider (you) will receive an email to the addresses listed on file with CCAoA, directing you to complete attendance records for the given month. The email will contain a link to the EAS portal.

Step 2: When the provider clicks the link from their email, they are presented with a list of incomplete attendance sheets for the eligible, approved children connected to their facility. The provider clicks the first child on the list, [Child Name].



The screenshot displays the 'Provider Attendance' interface for 'Elmo's Child Care Center'. The header includes the center's name, address (1111 South Muppet Street, Sesame Town, Mississippi), and contact information (Provider ID: 1234567, (555) 555-5555). Below the header, a table lists '9 of 68 Attendance Sheets' for June 2024. The table columns are Name, Child ID, Household ID, Period, and Status. Five rows are visible, each with a 'Missing' status button.

Name	Child ID	Household ID	Period	Status
Child Name 1	1234567	654321	Jun 01-30, 2024	Missing
Child Name 2	2234567	554321	Jun 01-30, 2024	Missing
Child Name 3	3234567	454321	Jun 01-30, 2024	Missing
Child Name 4	4234567	354321	Jun 01-04, 2024	Missing
Child Name 5	5234567	254321	Jun 01-04, 2024	Missing



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Step 3: For question 1, the provider responds “No” to indicate it is not the child’s first month of care or first approval month at this location. For question 2, the provider responds “No” to indicate care was not terminated in the current month. For question 3, the provider responds “Yes” to indicate child attended throughout the month based on their approved schedule of care.

Attendance Sheet

* Is this the child's first month of care or first approval month at this location?

☐ Yes ☒ No

* Was care terminated in the month of July?

☐ Yes ☒ No

* Did the child attend throughout the month based on their approved schedule of care?

☒ Yes ☐ No

Billing Statement

* Was the family charged the same as what was listed on the Provider Cost Verification and approved certificate?

☒ Yes ☐ No



For the billing statement, the provider responds “Yes” to indicate that the family was charged the same amount as what is listed on the Provider Cost Verification and current approved certificate.



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Step 4: The provider scrolls down to Final Acknowledgement and enters their full name.

Step 5: The provider reads and checks the acknowledgement box and then clicks the “Submit” button. This will send the attendance information to the family to confirm.

FINAL ACKNOWLEDGEMENT

Provider
* Please type your full name here

☐ By clicking this box I acknowledge that this attendance submission is correct and true.

◀ Back Submit ✓

Step 6: Provider is back at their home screen and receives visual verification of the current status of that child’s attendance sheet submission.

****Once the family approves, the electronic attendance sheet is sent to CCAoA for review and payment.****



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Scenario 2 – Child did NOT attend care the entire month and/or was not billed accordingly

Step 1: On the 25th of each month, the child care provider (you) will receive an email to the addresses listed on file with CCAoA, directing you to complete attendance records for the given month. The email will contain a link to the EAS portal.

Step 2: When the provider clicks the link from their email, they are presented with a list of incomplete attendance sheets for the eligible, approved children connected to their facility. The provider clicks the first child on the list, [Child Name].



The screenshot displays the 'Provider Attendance' interface for 'Elmo's Child Care Center'. The header includes the center's name, address (1111 South Muppet Street, Sesame Town, Mississippi), and provider ID (1234567). Below this, a table titled '9 of 68 Attendance Sheets' lists incomplete attendance records. The table has columns for Name, Child ID, Household ID, Period, and Status. The status for all listed records is 'Incomplete'.

Name	Child ID	Household ID	Period	Status
Child Name 1	1234567	654321	Jun 01-30, 2024	Incomplete
Child Name 2	2234567	554321	Jun 01-30, 2024	Incomplete
Child Name 3	3234567	454321	Jun 01-30, 2024	Incomplete
Child Name 4	4234567	354321	Jun 01-04, 2024	Incomplete
Child Name 5	5234567	254321	Jun 01-04, 2024	Incomplete



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Step 3a (First month of care): For question 1, provider selects yes for 1st month of care or new certificate start, and enters the start date. Provider will indicate “No” for care being terminated. Provider will indicate “Yes” if child attended throughout the month based on the schedule of care. Provider will confirm that billing is accurate for the first month of care.

Attendance Sheet

* Is this the child's first month of care or first approval month at this location?

☒ Yes ☐ No

* Start date

2025-07-03 

* Was care terminated in the month of July?

☐ Yes ☒ No

* Did the child attend throughout the month based on their approved schedule of care?

☒ Yes ☐ No

Billing Statement

* Was the family charged the same as what was listed on the Provider Cost Verification and approved certificate?

☒ Yes ☐ No



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Step 3b (Care Ended): For question 1, if it is not the child’s first month of care, provider selects “No”. For question 2, the provider responds “Yes” to indicate care was terminated in the current month. Provider will enter last date of care.

Provider will confirm whether child attended per the approved schedule of care, or provider should report that a change to the schedule was made.

Attendance Sheet

* Is this the child’s first month of care or first approval month at this location?

☐ Yes ☒ No

* Was care terminated in the month of July?

☒ Yes ☐ No

* Termination date

2025-07-17 

* Did the child attend throughout the month based on their approved schedule of care?

☐ Yes ☒ No

Billing Statement

* Was the family charged the same as what was listed on the Provider Cost Verification and approved certificate?

☒ Yes ☐ No



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Step 4: Provider will confirm whether billing remained the same for the termination month.

If provider selects “No” because billing was not the same as what is listed on the Provider Cost Verification and approved certificate, billing questions will populate and a calendar will appear.

When “No” is selected, provider will enter the amount the child was billed for the month, as well as upload supporting documentation of the amount billed.

Billing Statement

* Was the family charged the same as what was listed on the Provider Cost Verification and approved certificate?

☐ Yes ☒ No

* Amount billed

\$

Billing statement attachment:



Click or drag file to this area to upload
.pdf, .jpg or .png - 10MB max



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Step 5: Provider chooses dates that the child was absent, turning the date squares gray with code NC (No Care Provided). If a termination date was selected, those calendar dates will automatically be blocked from selection as the child was no longer in care.

Calendar

Please select dates that child was NOT in care for:

July 2025

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	1	2
3	4	5	6	7	8	9

Legend

AT Attended

NC No Care Provided

TD Termination Date

Step 6: The provider scrolls down to Final Acknowledgement and enters their full name.

Step 7: The provider reads and checks the acknowledgement box and then clicks the “Submit” button. This will send the attendance information to the family to confirm.



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FINAL ACKNOWLEDGEMENT

Provider

* Please type your full name here

☐ By clicking this box I acknowledge that this attendance submission is correct and true.

◀ Back

Submit ✓

Step 8: Provider is back at their home screen and receives visual verification of the current status of that child's attendance sheet submission.

****Once the family approves, the electronic attendance sheet is sent to CCAoA for review and payment.****



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Scenario 3

Child's attendance for either scenario is confirmed by the family.

Step 1: When the child's parents review and confirm the attendance record submitted by the provider, they will sign and submit if everything is accurate. This will trigger the electronic attendance record to be sent to CCAoA's payment department.

Step 2: The provider will then see an update to the homepage with the child's state now reflecting "Submitted for Payment."

Name	Child ID	Household ID	Period
Child Name 1	1691943	2184739	Jun 01-07, 2024
Child Name 2	1234567	654321	Jun 01-30, 2024
Child Name 3	2234567	554321	Jun 01-30, 2024

Step 3: No further action is needed.

****Once the family approves, the electronic attendance sheet is sent to CCAoA for review and payment.****



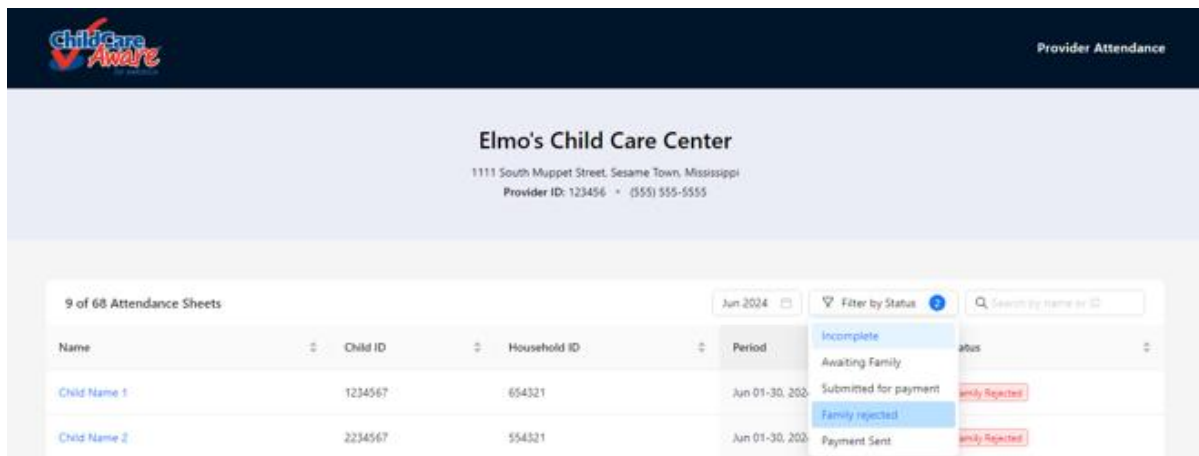
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Scenario 4

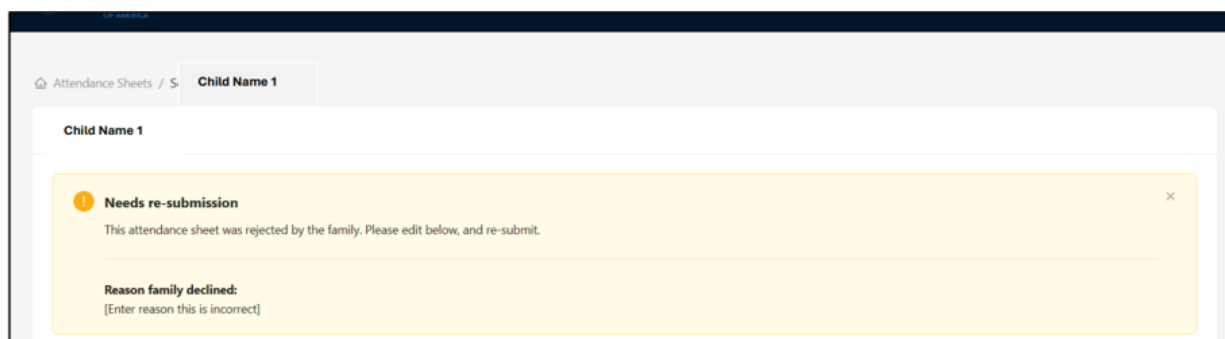
Child's attendance for either scenario is rejected by the family.

Step 1: If the child's parents review the attendance record submitted by the provider and a discrepancy is identified, the family will check a box indicating they do NOT verify the attendance record. A text box will appear where the family must enter the reason for not approving to identify the discrepancy.

Step 2: This will trigger the electronic attendance record to be returned to the child care provider, reflected by an updated status on the homepage. The family is also encouraged to contact their provider to resolve the issue.



Step 3: When the child's attendance record is selected after a rejection by the family, the provider will see a box at the top of the screen identifying the discrepancy. The provider may then correct the attendance record and follow the regular steps to submit back to the family for approval.

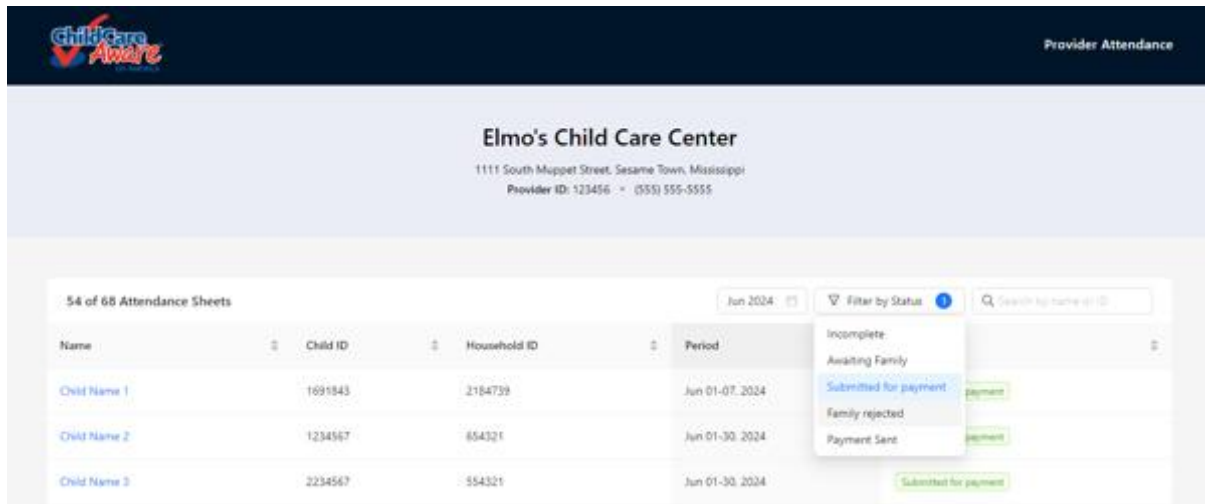


Step 4: When the child's parents review and confirm the corrected attendance record submitted by the provider, they will sign and submit if everything is accurate. This will trigger the electronic attendance record to be sent to CCAoA's payment department.



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Step 5: The provider will then see an update to the homepage with the child’s state now reflecting “Submitted for Payment.”



Step 6: No further action is needed.

****Once the family approves, the electronic attendance sheet is sent to CCAoA for review and payment.****

Need additional support?

Customer Service	1-800-424-2246
Payment Department	paymentdept@usa.childcareaware.org
General Customer Service for Providers	providerservuices@usa.childcareaware.org