CHILD CARE REPORTING LOG
FOR INCORRECT CCAA REFERRAL

NAME OF FACILITY:			LICENSE # :	DATE:
TWIST ID (found on CCAA)	**PARENT'S NAME**	**CHILD(REN) NAME**	**DISCREPANCY IDENTIFIED**	

Instructions:

1. Provider will review CCAA on a daily basis. www.workforcesolutionschildcare.com/ccaa
2. Provider will report within 5 business days any discrepancy with the CCAA referral.
3. Failure to report the discrepancy will result in withholding payment from the provider
4. Fill out one line per each child with incorrect referral information
5. Fax log to one of the corresponding fax numbers below:

Examples of discrepancies identified:

1. Child started school – referral needs to be changed to blended.
2. Incorrect days authorized.
3. Incorrect referral type (change from part time to full time).

Weslaco Workforce (1.866.890.5452) or Mission Workforce (1.866.580.6089)