

## **Child Care Automated Attendance (CCAA) Terms**

### The Child Care Provider agrees to the responsibilities and requirements of the CCAA system:

1. The provider must contact the child care contractor regarding the child's absence by the fifth (5<sup>th</sup>) business day when an enrolled child has not attended the first five (5) business days of scheduled care.
2. The Child Care Provider agrees to review the CCAA system attendance & absence reports, on a daily basis to recognize discrepancies between child care authorizations and authorized days in CCAA **and ensure parents are swiping daily.**
3. Child Care Provider agrees to have parents report their attendance on a daily basis.
4. Child Care Providers must notify the child care contractor when a parent refuses to use the CCAA card to report attendance on a daily basis.
5. Child Care Provider agrees that the maximum number of paid absences including vacation, illnesses and Z-Days shall be forty (40) days during the most recent eligibility period. When care is ended due to excessive absences, the family must wait 60 calendar days before reapplying for services for child. **Exception:** This rule does not apply to children receiving Child Protective Services.
6. Child Care Providers may end a child's enrollment with the parent if the child does not meet the provider's established policy regarding attendance.
7. Child Care Providers may not charge parents for "Z-days" unless the **"Z days" are not paid.**
8. Child Care Providers may not refuse a child for days authorized when the parent does not use the Child Care Attendance Automation (CCAA) card to report attendance. **Note:** Provider will be paid for "Z-day" and the "Z-day" will be counted an absence for the child.

### CCAA System Security Requirements:

1. **All employees (owner, director, assistant director, child care staff) of child care providers shall not:**
  - Possess, have on the premises, or otherwise have access to the attendance of a parent or secondary cardholder's CCAA card,
  - Accept or use the attendance card or personal identification number (PIN) of a parent or secondary cardholder or,
  - Perform the attendance or absence reporting function on behalf of a parent.
2. The provider must report misuse of the CCAA cards and PINs to the Workforce Solutions – Child Care Services.
3. Child Care Providers must agree that the owner, director, assistant director, will not be designated as a secondary card holder by a parent with a child enrolled at the facility. **Note: Owners, Directors, Assistant to the Director, or a person with an ownership interest may not have their children at the same facility where they are employed.**
4. Misuse of attendance reporting and violation of the requirements in this section are grounds for a potential fraud determination pursuant to TWC Rule 809.95(5).

### The Board may execute the following corrective or adverse action with providers who do not comply with the security requirements of CCAA:

1. First verifiable violation – a written warning is issued and the child care provider is placed on a one (1) year Service Improvement Agreement (SIA).
2. Second verifiable violation – temporary withholding of payments until receipt of acknowledgement of violation, to be followed by:
  - Stopping intake for 3 months;
  - Non-payment of delivered child care services delivered for the month during which the violation occurred; and/or
  - Possible recoupment.
3. Third verifiable violation
  - Termination of the Provider Rate Schedule (PRS);
  - Remove CCS children from facility and suspend provider for one (1) year; and
  - Non-payment of delivered child services for the month during which the violation occurred and/or recoupment.