

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 (5th) 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 sixty-five (65) days during the most recent eligibility period, then the child is not eligible for care at the next eligibility determination and shall not be eligible for care for 12 months from the end of the most recent eligibility period. 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:

Child Care Providers agree that, owner, director, assistant director of the child care facility will not:

1. Possess, have on the premises, or otherwise have access to a parent's or secondary cardholder's CCAA card,
2. Accept or use a parent's or secondary cardholder's CCAA card or personal identification numbers (PINs) and,
3. Perform the attendance/absence reporting function on behalf of a parent.
4. The provider must report misuse of the CCAA cards and PINs to the Workforce Solutions – Child Care Services.
5. 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.**

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.

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