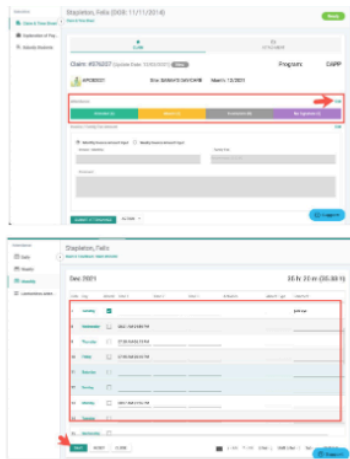


CareConnect Web - Subsidy Attendance and Submission

Process Introduction

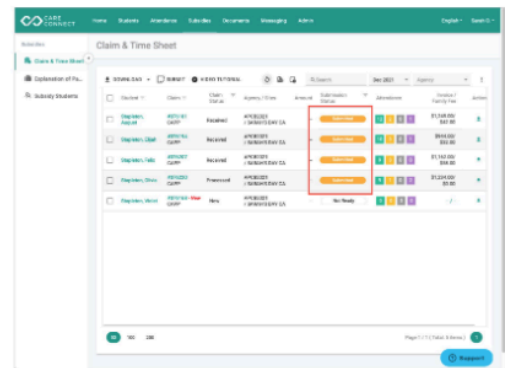
Access CareConnect Provider mobile app ([iOS](#) and [Android](#)) or [CareConnect Provider Web](#).



1. Provider inputs attendance, signs digitally and submits for Parent signature



2. Parent receives an Email or Text, and signs digitally



3. Payments are ready for processing by the Agency

II. Written Tutorial

1. Manage Attendance

A. Login to **CareConnect** → Click on **Claim & Time Sheet** section.

Note: If there are any missing timesheets, please contact your childcare Agency to confirm care has been approved.

YIWEN'S DAY CARE -

8 Students | **5 Time Sheets** | 0 Payments | 0 Unpaid

12/08/2021 CONTACTLESS ATTENDANCE

CLASSROOM	ALL	ATTENDED	ABSENT	INCOMPLETE
All	8	0	0	0
Class 1	8	0	0	0
Class 2	0	0	0	0

Program Set Up 6/8

- Watch Introduction Video ✓
- Add Student and Parents ✓
- Access CareConnect Web Tools ✓
- Get Started with Private Pay Billing ✓
- Get Started with Subsidy Billing ✓
- Invite Parents ✓

Announcements

CareConnect Team

Welcome to the CareConnect community!

If you're new here, check out our quick video introducing and navigating CareConnect. We invite you to join us in our weekly webinar, available in English and Spanish to learn more about CareConnect. Register here.

If you can't find what you are looking for, get in touch with us using our handy...

B. Under **Claim & Time Sheet** section, to manage attendances for a student→ Click on a student's **Claim ID**

CARECONNECT Dashboard Students Attendance Subsidies Documents Admin

Subsidies

Claim & Time Sheet

DOWNLOAD SUBMIT VIDEO TUTORIAL

Search Jun 2021 1 agency(a) Site

Student	Claim	Claim Status	Agency / Sites	Amount	Submission Status	Attendance	Invoice / Family Fee	Action
Poure, Autumn	#376239 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Ready	1 0 0 1	-- / --	📄 👤 ⚙️
Poure, Emery	#376278 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Submitted	1 0 0 1	-- / --	📄 👤 ⚙️
Poure, Gemma	#376226 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	📄 👤 ⚙️
Poure, Joshua	#376265 CAPP - New	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	📄 👤 ⚙️
Poure, Magnolia	#376252 CAPP - New	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	📄 👤 ⚙️

C. To enter attendance hours for the student→ Click **Edit** by the Attendance section

Subsidies

Poure, Gemma (DOB: 01/21/2018)

Claim & Time Sheet

Claim: #376226 (Update Date: 05/25/2021) New

Program: CAPP

apcb2021662226 Site: YIWEN'S DAY CARE Month: 06/2021

Attendance

Attended (0) Absent (0) Incomplete (0) No Signature (0)

Edit

D. Enter the student's attendance record for each day(s) or mark the student as absent.

E. Scroll down to the bottom to find the **Save** button

Attendance

Poure, Gemma

Claim & TimeSheet / Claim #376226

Jun 2021 0 h: 0 m (0.00)

Date	Day	Absent	Time 1	Time 2	Time 3	Activities	Absent Type	Comment	Actions
1	Tuesday	<input type="checkbox"/>	07:00 AM-12:00 PM	01:00 PM-03:00 PM				picked up for lunch	x
2	Wednesday	<input type="checkbox"/>	07:00 AM-03:00 PM						x
3	Thursday	<input type="checkbox"/>	07:00 AM-03:00 PM						x
4	Friday	<input checked="" type="checkbox"/>						sick	x
5	Saturday	<input type="checkbox"/>							x
6	Sunday	<input type="checkbox"/>							x
7	Monday	<input type="checkbox"/>	07:00 AM-03:00 PM						x
8	Tuesday	<input type="checkbox"/>							x

SAVE RESET CLOSE

Support

2. Submit Attendance

Once the attendance for the service month is complete, you can submit the timesheet (claim) to the childcare Agency digitally from the CareConnect website. **Once the submission process is completed, attendance cannot be changed. Contact your agency if you need to make a change.**

TIP: Attendance record(s) will have the "Ready" status if they have no errors. The provider must still confirm that the times are correct.

A. Under **Claim & Time Sheet** section, to submit attendance for a student→ Click on the student's **Claim ID**

The screenshot displays the 'Claim & Time Sheet' section of the CARECONNECT system. The table lists claims for students, with columns for Student, Claim, Claim Status, Agency / Sites, Amount, Submission Status, Attendance, and Invoice / Family Fee. A red arrow points to the 'Claim ID' for 'Poure, Autumn', which is '#376289 CAPP'. The 'Submission Status' for this claim is 'Ready', highlighted with a red box. Other claims for 'Poure, Emery', 'Poure, Gemma', and 'Poure, Joshua' are also visible with statuses 'Submitted' and 'Not Ready'.

Student	Claim	Claim Status	Agency / Sites	Amount	Submission Status	Attendance	Invoice / Family Fee	Action
Poure, Autumn	#376289 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Ready	1 0 0 1	-- / --	[Icons]
Poure, Emery	#376278 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Submitted	1 0 0 1	-- / --	[Icons]
Poure, Gemma	#376226 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	[Icons]
Poure, Joshua	#376265 - New CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	[Icons]

B. Under **Invoice / Family Fee Amount** section → Click **Edit** to add an Invoice amount and/or Family Fee amount. Add any additional comments for the service month if necessary or required by your child care Agency. You may choose between entering a full monthly amount, or entering a weekly amount and letting CareConnect total the amounts for you. Be sure to click **Save** under the Invoice / Family Fee amount if there are any entries.

TIP: A recommended amount for the family fee collection will be displayed if applicable.

NOTE: Depending on the childcare Agency, some providers are required to fill in an invoice and family fee amounts. This does not apply to all providers. If providers do not normally collect a family fee from parents or send an invoice to the childcare agency --> Skip step B and move to step C.

CARECONNECT Dashboard Students Attendance Subsidies Documents Admin English Yiwen Test

Subsidies Poure, Autumn (DOB: 08/11/2014) Ready

Claim & Time Sheet Claim & Time Sheet

Explanation of Payment

Subsidy Students

CLAIM ATTACHMENT

Claim: #376239 (Update Date: 05/25/2021) New Program: CAPP

apcb2021662226 Site: YIWEN'S DAY CARE Month: 06/2021

Attendance

Attended (1) Absent (0) Incomplete (0) No Signature (1) Edit

Invoice / Family Fee Amount Edit

☒ Monthly Invoice Amount Input ☐ Weekly Invoice Amount Input

Family - Monthly: Family Fee:

Save Cancel

Invoice / Family Fee Amount

☐ Monthly Invoice Amount Input ☒ Weekly Invoice Amount Input

Invoice - Week 1: Invoice - Week 2: Invoice - Week 3: Invoice - Week 4:

Invoice - Week 5: Invoice - Week 6:

Invoice - Total: Family Fee:

C. When ready to submit the attendance to the childcare Agency → Click **SUBMIT ATTENDANCE**

CARECONNECT Dashboard Students Attendance Subsidies Documents Admin English Yiwen Test

Subsidies

Claim & Time Sheet

Explanation of Payment

Subsidy Students

Attendance

Attended (1) Absent (0) Incomplete (0) No Signature (1) Edit

Invoice / Family Fee Amount Edit

☐ Monthly Invoice Amount Input ☒ Weekly Invoice Amount Input

Invoice - Week 1: \$ 111.00 Invoice - Week 2: \$ 100.00 Invoice - Week 3: \$ 550.00 Invoice - Week 4: \$ 0.00

Invoice - Week 5: \$ 0.00 Invoice - Week 6: \$ 0.00

Invoice - Total: \$ 761.00 Family Fee:

Comment:

SUBMIT ATTENDANCE ACTION

Support

D. Confirm the information is correct → Check the box to certify care has been provided → Select 'Submit'

CARECONNECT Dashboard Students Attendance Subsidies Documents Admin English Yiwen Test

Subsidies

- Claim & Time Sheet
- Explanation of Payment
- Subsidy Students

Confirm to Submit

Please double check attendance and claim information before submitting.

Claim(s)	1
Student(s)	1
Invoice Amount	\$ 761.00
Family Fee Amount	\$ 0.00

Claim	Claim Period	Program	Student	Invoice / Family Fee	Comment
Agency: apcb2021662226	Certification Signature(s) Required				
#376239	06/01/2021 - 06/30/2021	CAPP	Poure, Autumn	\$ 761.00 / --	

☒ I have read and agree to the following terms.
apcb2021662226
I certify under penalty of perjury that student care services as recorded on this attendance record have been provided.

SUBMIT CANCEL

E. Use the mouse to sign your full signature as the childcare Provider --> Select 'Submit'

CARECONNECT PROVIDER Home Students Attendance Subsidies Documents Messaging Admin English

Subsidies

- Claim & Time Sheet
- Explanation of Payment
- Subsidy Students

Confirm to Submit

Please double check attendance and claim information before submitting.

Claim(s)	1
Student(s)	1
Invoice Amount	
Other Fee	
Family Fee Amount	

Claim	Claim Period	Program	Student	Invoice / Family Fee	Comment
Agency: apcb202401211856					
#671450	01/08/2024 - 01/08/2024				

☒ I have read and agree to the following terms.
apcb202401211856
I certify under penalty of perjury that student care services as recorded on this attendance record have been provided.

SUBMIT CANCEL

Signature

Clear

Signature

SUBMIT CLOSE

Tip: Allow 5 to 10 minutes for the submission process to complete.

Once the submission is complete, the status will change to "Ready for Parent". A notification is automatically sent to the parent by email and/or text message depending on the contact information from the childcare Agency. This notification will contain an option for parents to sign and certify the attendances on their own device.

Note: If you need to send another notice to sign to the parent → Select 'Send Attendance to Parent'

CARECONNECT Dashboard Students Attendance Subsidies Documents Admin English Yiwen Test

Subsidies

Claim & Time Sheet Claim & Time Sheet

Explanation of Payment

Subsidy Students

Poure, Autumn (DOB: 08/11/2014) Ready for Parent

CLAIM ATTACHMENT

Claim: #376239 (Update Date: 05/25/2021) New Program: CAPP

apcb2021662226 Site: YIWEN'S DAY CARE Month: 06/2021

Attendance

Attended (1) Absent (0) Incomplete (0) No Signature (1)

Invoice / Family Fee Amount

☐ Monthly Invoice Amount Input ☒ Weekly Invoice Amount Input

Invoice - Week 1: \$ 111.00 Invoice - Week 2: \$ 100.00 Invoice - Week 3: \$ 550.00 Invoice - Week 4: \$ 0.00

Invoice - Week 5: \$ 0.00 Invoice - Week 6: \$ 0.00

Support

STIPULATED - FEEER U: \$ 0.00 STIPULATED - FEEER U: \$ 0.00

Invoice - Total: \$ 761.00 Family Fee:

Comment:

PARENT SIGNATURE SEND ATTENDANCE TO PARENT VIEW SUBMISSION RECORD ACTION WITHDRAWAL Support

To allow a parent to sign in-person:

If the parent does not have a reachable email or cell phone number, or you would like the confirmation to be signed in-person:

Re-open the child's claim and select 'Parent Signature.' This option allows parent to sign in-person on your device.

CARECONNECT Dashboard Students Attendance Subsidies Documents Admin English Yiwen Test

Subsidies

Claim & Time Sheet Claim & Time Sheet

Explanation of Payment

Subsidy Students

Attended (1) Absent (0) Incomplete (0) No Signature (1)

Invoice / Family Fee Amount

☐ Monthly Invoice Amount Input ☒ Weekly Invoice Amount Input

Invoice - Week 1: \$ 111.00 Invoice - Week 2: \$ 100.00 Invoice - Week 3: \$ 550.00 Invoice - Week 4: \$ 0.00

Invoice - Week 5: \$ 0.00 Invoice - Week 6: \$ 0.00

Invoice - Total: \$ 761.00 Family Fee:

Comment:

PARENT SIGNATURE SEND ATTENDANCE TO PARENT VIEW SUBMISSION RECORD ACTION WITHDRAW ATTENDANCE

NOTE: Your childcare Agency may enable a secondary verification before the parent is allowed to sign.

A. If the second verification is not enabled by your childcare Agency, the parent can immediately sign and confirm.

B. If the second verification is enabled by your childcare Agency, their parent may select the method (either Email or SMS) to verify their identity. Once they receive that verification code, they can enter it to proceed with the signing process.

Parents can then review the attendance first → Click Sign & Submit → Checkmark the certification → Sign using the mouse → Submit

Please confirm all documents before signing

Submission Record

Monthly Attendance

APCB

Claim #12568
03/01/2020 - 03/19/2020

TEST JESSIE
DOB: 05/05/2014

Parent Self-Certification Signature

[Clear](#)

☐ I certify under penalty of perjury that child care services as recorded on this attendance record have been provided.

SUBMIT CLOSE

Date	Day	Total Hours	Comment
3/1	S	0.00	
3/2	M	0.00	
3/3	T	0.00	
3/4	W	0.00	
3/5	T	0.00	
3/6	F	0.00	
3/7	S	0.00	
3/8	S	0.00	
3/9	M	0.00	
3/10	T	0.00	
3/11	W	0.00	
3/12	T	0.00	
3/13	Fri	0.00	
3/14	Sat	0.00	
3/15	Sun	0.00	
3/16	Mon	0.00	
3/17	Tue	0.00	
3/18	Wed	0.00	
3/19	Thu	0.00	

SIGN & SUBMIT VIEW LOG CANCEL

[Support](#)

Once the parent has signed, the claim will automatically be sent to your childcare Agency and the claim status will change to "Submitted".