

CCAA Attendance Card Swipe Info Sheet

Please Call Stacie at 254-200-2009 if you feel that your card is not working properly or if you lose it. You are only allowed a certain number of absences per year and **NOT** swiping your card produces “Z” days, which will be counted as absences and could result in the termination of your child care assistance. Stacie0201@workforcelink.com. Please do not expose your card to heat, it will deactivate or damage the magnetic strip.

MUST CONTACT CCS WITH IN 3 days of losing your CCAA Attendance Card or it is not working. CCS will re-issue a new card and *the old card will no longer be valid, new card should arrive within 10-20 days.*

Daily Check In

Parent Swipes Card.

Parent enters 4 digit pin and presses GREEN enter Key.

Parent presses 1 for check in.

Parent keys in Child Number and presses GREEN enter key (Note: if entering only one child for this card, press the GREEN enter key twice after entering the child number; if entering more than one child enter the next child number and press GREEN enter key).

WAIT for the authorization. The system will display “CONNECTING” then “PROCESSING” followed by an approval or a denial message.

Previous Check In

Parent Swipes Card.

Parent enters 4 digit pin and presses GREEN enter Key.

Parent presses 3 for previous check in.

Parent Keys in the Date using this format (MM /DD, example 02/09) and presses the green enter key.

Parent keys in the time the child arrived (HH:MM, Example 08:30) and presses green enter key.

Parent enters **1** for AM or **2** for PM and presses green Enter key.

Parent keys in the child number and presses green enter key (Note: if entering only one child for this card, press the GREEN enter key twice after entering the child number; if entering more than one child enter the next child number and press GREEN enter Key).

WAIT for the authorization. The system will display “CONNECTING” then “PROCESSING” followed by an approval or a denial message.

[Pay attention to denial messages or it may tell you not valid card.](#)

If your children are attending a HOME based daycare they will not have a machine, you will use the providers telephone to call in your attendance. Call # 866-960-6496 and follow the prompts to check in /previous check in or calling in absences.

ABSENCES / ILLNESSES or COURT ORDERED VISIT

Call 866-960-6496

Follow the instructions

To report Absences Press 2

To report General Absence (not illness or Court Ordered Visit) Press 1 Enter Date of absence

To report Absence with Condition (Illness or Court Ordered Visits) press 2

For illness press 1 Enter date of absence

For Court Ordered visit press 2 Enter date of absence

You can report any of the above 3 days in advance or 6 days back.

Child Care Automated Attendance ---- Child Numbers
When checking children in, use the corresponding number for that child.

WHEN Machine Displays **SAFE STORE** – must be plugged into power outlet: Safe Store still records the attendance

- No paper in the machine
- Internet down
- Not connected to phone line **(If your child attends a YMCA it will always record as SAFE STORE)**

Common mistakes with the CCAA Attendance machine:

- Using wrong Card.
- Rushing through the process – TAKE YOUR TIME.
- Wrong Child Number --- **EACH CHILD HAS A NUMBER ASSIGNED TO THEM**
- Wrong Pin Entry—Will only let you re-try 3 times then you will get an exceed pin tries error and you will not be able to use card until next day.
- Possibly Wrong center if you have moved and did not contact case worker.
- No Referral for the day CONTACT CASEWORKER.
- Invalid Card, trying to use an old card.
- If you continue to get a denial contact Stacie immediately. Absences will accumulate.
- If you get out of care and you plan on using CCS in the future your old card will still work.
- If your Child is authorized Monday thru Friday (5days) they MUST attend the 5 days or absences will accumulate.