	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	00. Miscellaneous Issuances Manual			
	<b>Part No./Name</b>	E. Executive Bulletins			
	<b>Section No./Name</b>	E-2300 Executive Bulletins			
	<b>Document No./Name</b>	E-2353-00 Provider Attendance Log Mass Mailing			
	<b>Dates</b>	<b>Issue</b>	October 15, 2007	<b>Effective</b>	October 15, 2007

A Daily Attendance Log for Children ([CCAP 15AL](#)) and cover letter will be mailed on October 15, 2007 to all Child Care Assistance Program (CCAP) Providers. The CCAP 15AL is a mandatory log that all CCAP providers must maintain. The [CCAP 15AL](#) is available in Chapter 8 of the DSS Policy Management System. The text of the cover letter is provided below.

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### Sample Letter

Dear child care provider:

The Department of Social Services has adopted a new mandatory Daily Attendance Log for Children (CCAP 15AL). Effective immediately, to receive payments from the Child Care Assistance Program (CCAP), you must use this version of the mandated Daily Attendance Log for Children. A copy of the CCAP 15AL is enclosed for your use. You must make enough copies of the form to ensure that one is available for use each day. If you do not have the required form CCAP 15AL, you must call the Centralized Provider Directory at 1-800-680-9098 or any Office of Family Support (OFS) Family Assistance office and request that one be mailed to you. You may also pick up a copy from the OFS Family Assistance Office.


Listed below are instructions that must be followed to be in compliance with proper sign in and sign out procedures.

This record shall accurately reflect the children on the child care premises at any given time. Children who leave and return during the day shall be signed in/out each time. As stated on your Provider Agreement, these records must be kept for at least three years from the date of service. If audited, you will be required to provide these records and you may be required to repay the Department of Social Services if proper records are not maintained. If it is discovered by OFS that you are not keeping these records, your eligibility to receive CCAP payments may be terminated.

A computerized sign in/out procedure is acceptable if the record accurately contains the information described below. A print out of the computer record shall be provided upon request. Information shall be available in the event of a power outage or computer downtime.

Instructions for attendance log completion:

1. NAME OF PROVIDER – Enter your name or the name of your center or school
2. DATE – Enter date child care is provided
3. CHILD'S NAME – Name of child eligible to receive care from you (enter one child per line)
4. ARRIVAL TIME – The exact time when the child is left in your care

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5. DEPARTURE TIME – The exact time when the parent or guardian picks up the child
6. PERSON PICKING UP THE CHILD – The signature of the parent or guardian who picks up the child. If the parent or guardian does not sign, you or another child care worker must write in the name of the person who picked up the child and complete number 7.
7. CHILD CARE WORKER'S SIGNATURE – Enter your signature in the last column, if the parent or guardian does not sign in number 6. By doing this, you are verifying that you observed that person picking up the child.

If you have any questions, you may contact your local OFS Family Assistance Office.