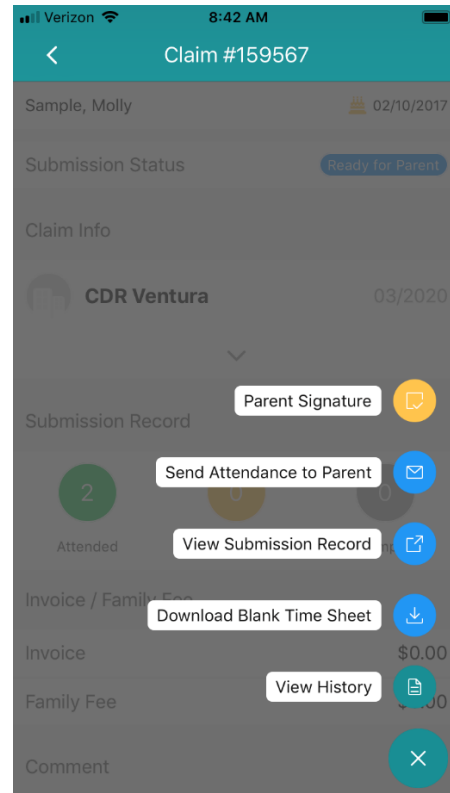
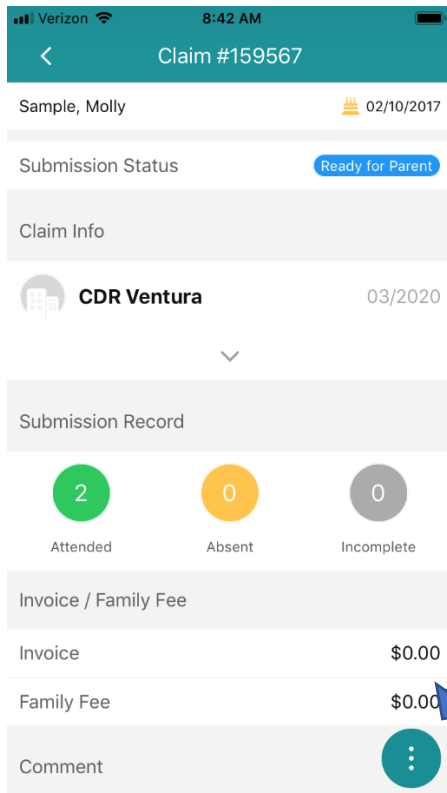
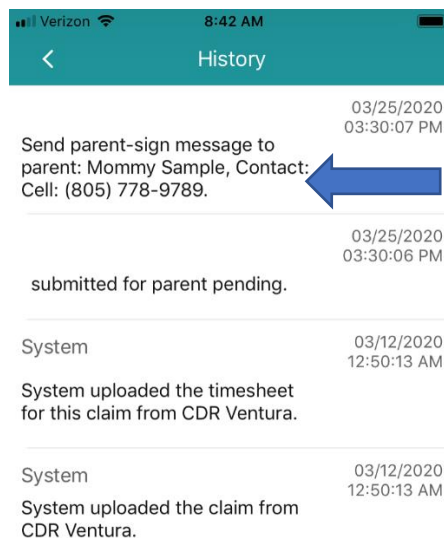


To verify if the child care attendance sheet has been sent to the parent in CCM please see following directions:

1. When you select a child from the list look for the three dots in a circle in the lower right-hand corner. Touch the three dots.
2. A menu will pop up. Touch the picture next to "View History".



3. A new screen will show the history of the claim. At the top it should show the type of contact for the parent either Cellphone or Email. If it is blank, then you will need to go the next instructions.



How to submit the child care attendance sheet when the parent does not have any contact information listed, cellphone or email, and/or is not available to sign due to Covid-19.

1. From the pop-up menu (see #2 above) choose "Parent Signature"
2. A new screen will show where the parent can sign.
3. If parent is unavailable to sign due to the Covid-19 Virus, write Covid-19 in the signature area
4. Make sure the Certification check box is selected
5. Click on *Submit* button.

