



Child Care Attendance Automation Card (CCAA Card)

Case Name: _____

TWIST ID: _____

Attendance Information and Requirements:

- I will ensure that my child attends child care on a regular basis and meets the monthly attendance standards for child care services, which consists of fewer than:
 - Five (5) consecutive absences during the month and/or ten (10) total absences during the month
- I understand that failure to meet monthly attendance standards may:
 - Result in suspension of care, at my option;
 - Result in a determination that a change in my work or training/education schedule has occurred.
- I understand that if a child exceeds sixty-five (65) total absences during their current 12-month eligibility period, then the child is not eligible for care for 12 months from the end of the most recent eligibility period.
- I will use the Child Care Attendance Automation Card (CCAA card) to report attendance and absences
- I will report to any issues encountered with the use of the CCAA card to my provider
- I understand failure to report issues may result in absences
- I understand no one under 16 can be designated as a card holder, unless they are the parent of the child
- I understand an owner, director, or assistant director of my child care facility cannot be a secondary cardholder
- I understand a secondary cardholder cannot misuse the CCAA card and must understand the usage responsibilities
- I will not share my personal identification number (PIN) or CCAA card with another person, including the child care provider
- I am aware that failure to meet the provider's established policy regarding attendance may result in the provider ending my child's enrollment at the facility
- I understand that absences due to a child's documented chronic illness, disability, or court ordered visitation are not counted in the number of absences allowed

I acknowledge that I **read, understand,** and **agree** to the above information regarding Parent Eligibility, Reporting, and Attendance Requirements.

Signature

Printed Name

Date