

Care About Childcare

Attention Child Care Providers:

If you have not had a chance to watch the Provider Monthly Attendance Certification webinar recorded on November 2, 2017, please take the opportunity to do so. The recording and the PowerPoint is found [here](#).



Licensed providers who accept subsidy payments are required to log into the DWS Provider Portal no later than the 25th of each month. Once on the portal, providers are required to do the following:

1. View all children in care on each case;
2. Report children who have stopped attending, including the following situations:
 - a. Care stopped anytime during the current reporting month;
 - b. The child is not returning next month, (if known);
 - c. The child never attended the program by the 25th of the current month; or
 - d. The child attended less than eight hours by the 25th of the current month.
3. Between the 25th to the last day of each month, certify by attesting that the children listed in care on each case have been reviewed and reportable changes have been reported for the facility.

On the 25th of each month, a certification reminder will pop up each time a provider logs in until their certification is completed. New and revised reports are available on the Children in Care page in the DWS Provider Portal to assist with the monthly certification requirement.

A provider will find the certification button at the top of the Children in Care page. The certification button will only be visible on the Children in Care page between the 25th through the end of each month and must be completed within this time period to be counted.

The Office of Child Care is allowing the months of November, December and January for providers to become familiar with the changes. No penalties will accrue during these months.

Effective February 1, 2018, a provider will be required to certify. If a provider fails to certify any three months during a six-month period, the provider will be disqualified to receive child care subsidy payments and other funding through the Office of Child Care. The first disqualification will last for a period of one-year.

After reviewing the recorded webinar, if you have questions or need assistance, please email occ@utah.gov. Your local Care About Childcare agency may also be able to assist you through this process.

Please note that if you unsubscribe from this email, you will be unsubscribing from all emails sent out by URPD, CAC and OCC. This would include emails relating to grants, childcare subsidy and professional development. Please contact your local [CAC office](#) with any questions or concerns about emails you receive.

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Care About Childcare | 6510 Old Main Hill, Logan, UT 84322

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