



# TCC Solutions Provider Portal Manual

Version 1.0



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## Document Approval

### Reviewers' Signatures

Your signature indicates that, as a content expert, you have reviewed this document and that it accurately reflects the level of detail needed for the impacted systems.

Name	Title	Signature	Date

### Approvers' Signatures

Your signature indicates that you acknowledge your responsibilities, agree with the purpose and scope of this document, and that the document has been reviewed by appropriate personnel to ensure successful completion of this procedure.

Name	Title	Signature	Date

### Before you Proceed:

If in the course of processing this document, your selectable options in various dropdown fields disappear, or your information appears to go blank, you have likely been timed out of the application. Close your browser, reopen it, and resume your efforts.

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## Document Version History

This Version History documents changes to this document. Any differences between this version and previous ones are resolved in favor of the present document.

Ver.	Date	Author	Section changed/ Description
1.0	7/11/2024	Isaac Brown	Initial Production Version
2.0	10/31/2024	Tony Cruse	Updated Screenshots with updates to system

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## 1. Introduction

This Training Document details the specific actions to follow to utilize the Provider Portal for the Pay By Enrollment (PBE) system. The portal allows on-program childcare providers to view and manipulate site closures and child attendance data; and creates payment partnerships between the provider site and Tyler Technologies for subsidy voucher payments from the State of Indiana to providers.

### 1.1. Scope

This manual is intended for use by childcare providers who accept children on the CCDF and OMW-PK programs for operation of the Provider Portal for the Pay by Enrollment (PBE) system.

### 1.2. Terminology

This document contains the following terms, acronyms, and abbreviations.

Term	Explanation
TCC	TCC Solutions
CCDF	Child Care and Development Fund
OMW-PK	On-My-Way Pre-K
I-LEAD	Indiana-Licensing and Education Access Depot
AIS	Automated Intake System
PPP	Parent Provider Portal
PBE	Pay by Enrollment
CCMS	Childcare Management System

## 2. Creating & Accessing your Access Indiana Account

The following process is intended primarily for new providers. Existing providers already have I-LEAD and Access Indiana accounts. As a provider, you will log into I-LEAD in order to access the Provider Portal.

If you...	Then...
Already have an Access Indiana account (most existing providers)...	Login to I-LEAD and proceed to step 14 on page 14 of this document.
Do not already have an Access Indiana account (new providers)...	Proceed to the next step.

1. Open a web browser and navigate to <https://secure.in.gov/apps/fssa/childcare/portal/home>.

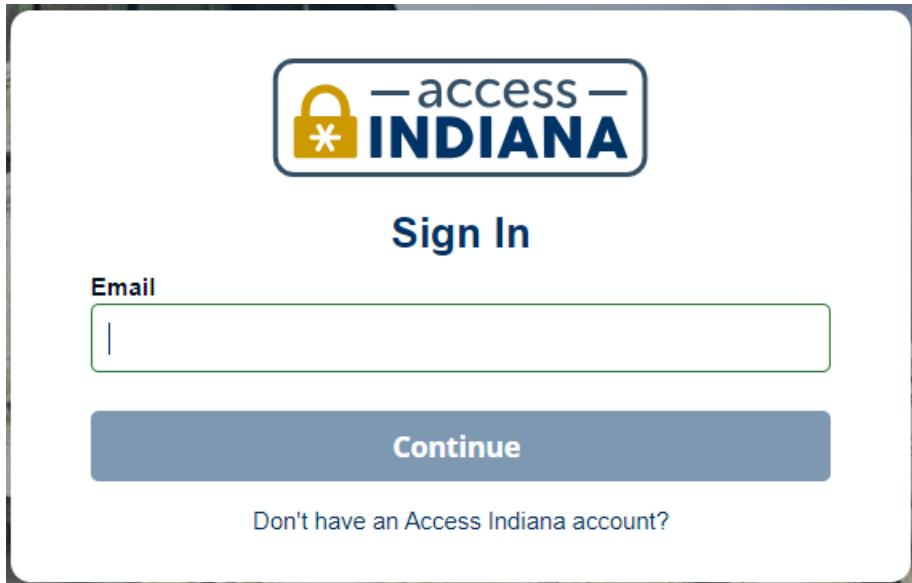
**Result:** The I-LEAD login page is displayed.



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2. Click the green “Login” button.

**Result:** The Access Indiana login page is displayed.

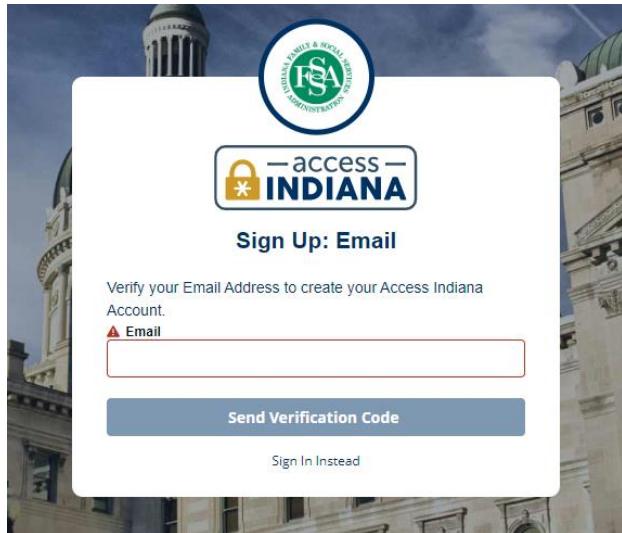
A screenshot of the Access Indiana Sign In page. At the top is a logo with a yellow padlock icon and the text “—access— INDIANA”. Below the logo is a blue “Sign In” button. Underneath the button is a text input field labeled “Email” with a placeholder “Email” and a blue “Continue” button. At the bottom of the page is a link “Don't have an Access Indiana account?”.

If you...	Then...
Already have an Access Indiana account (most existing providers)...	Proceed to the directional selection at the end of step 14 of this section on page 14.
Do not already have an Access Indiana account (new providers)...	Proceed to the next step.

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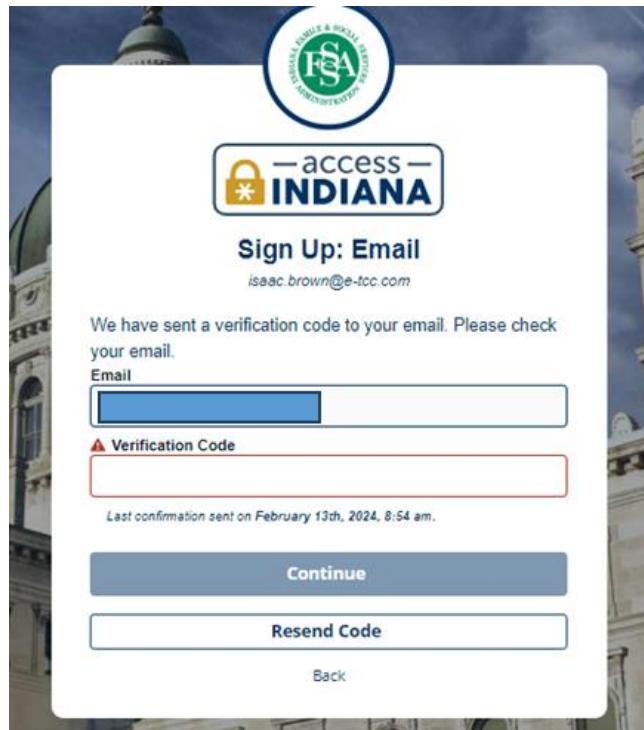
3. Click the “Don’t have an Access Indiana account?” link.

**Result:** The Access Indiana signup window is displayed.



4. Enter the email address associated with your provider site in the “Email” field.
5. Click the “Send Verification Code” button. A verification code will be sent to the email address specified in the prior step.

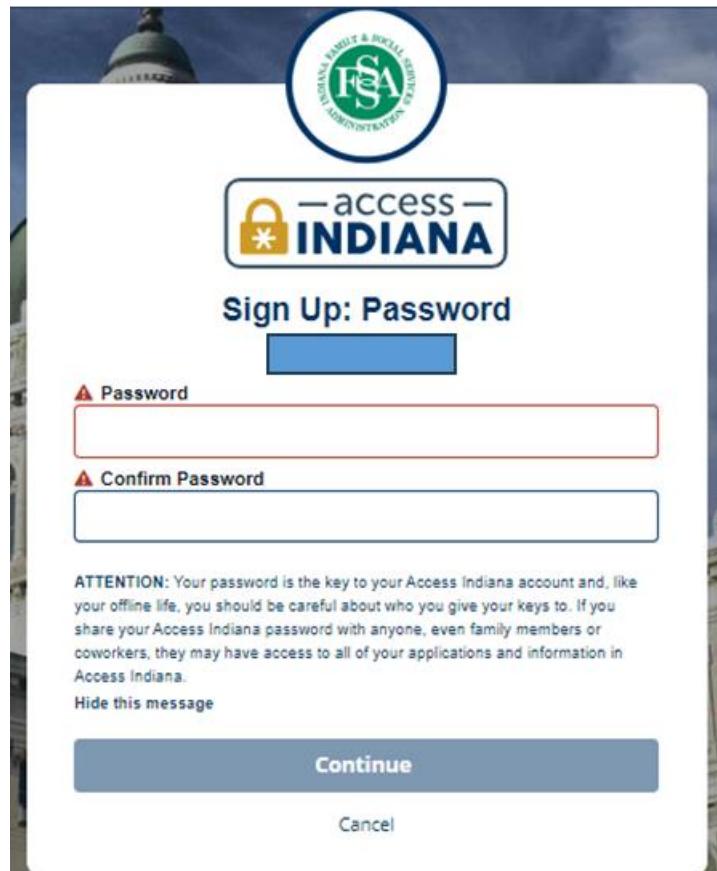
**Result:** The Access Indiana Sign Up window is displayed.



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6. Enter the code provided in the automated email and click the “Continue” button.

**Result:** The Password Screen is displayed.



7. Enter your desired password in the in the “Password” field.

**Note:** Passwords must meet the following required security criteria:

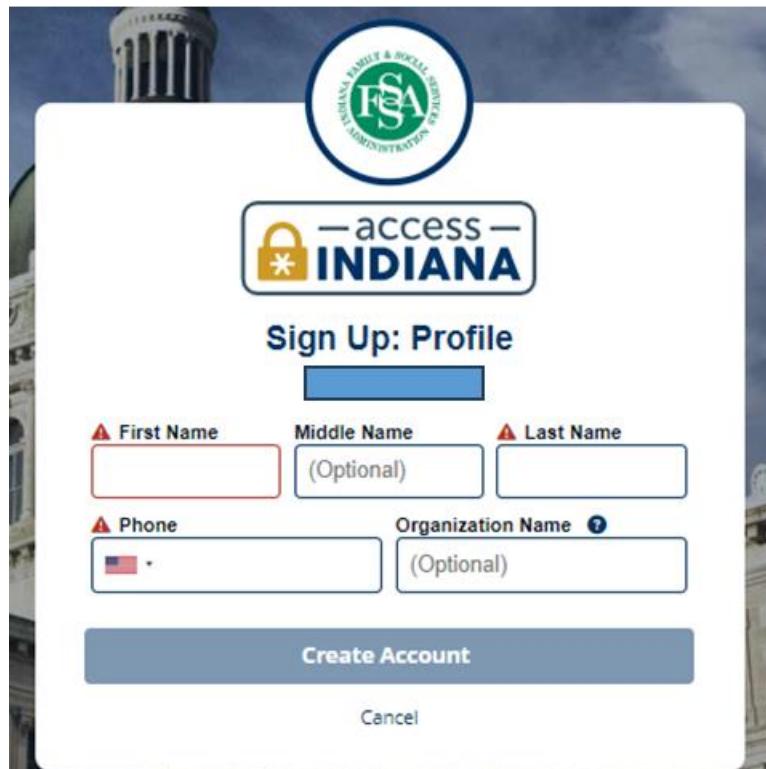
Must contain digits (0-9)  
Must have one of the following: !@#\$%^&\*\_+=[]{}|;:,?/`~"();.  
Password must be at least 8 characters.

8. Re-enter your desired password in the “Confirm Password” field.

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9. Click the “Continue” button.

**Result:** The Indiana Access Profile window is displayed.

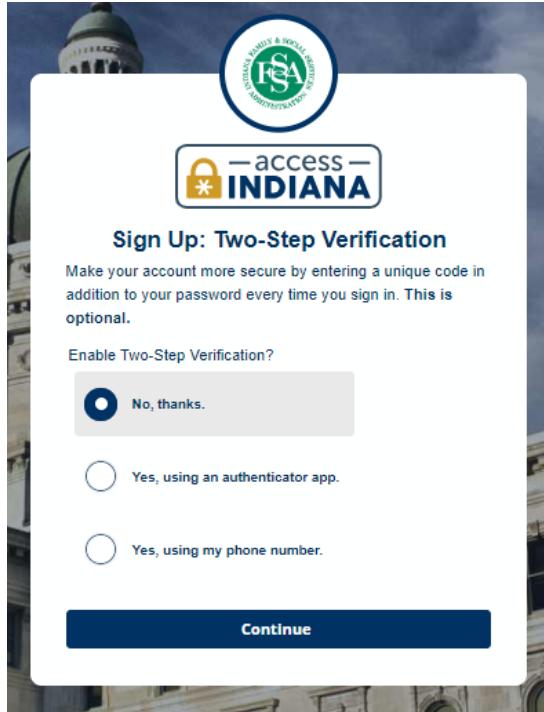


10. Enter information for the required fields (First Name, Last Name, & Phone Number).

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11. Click the “Create Account” button.

**Result:** The Access Indiana Two-Step Verification window is displayed.

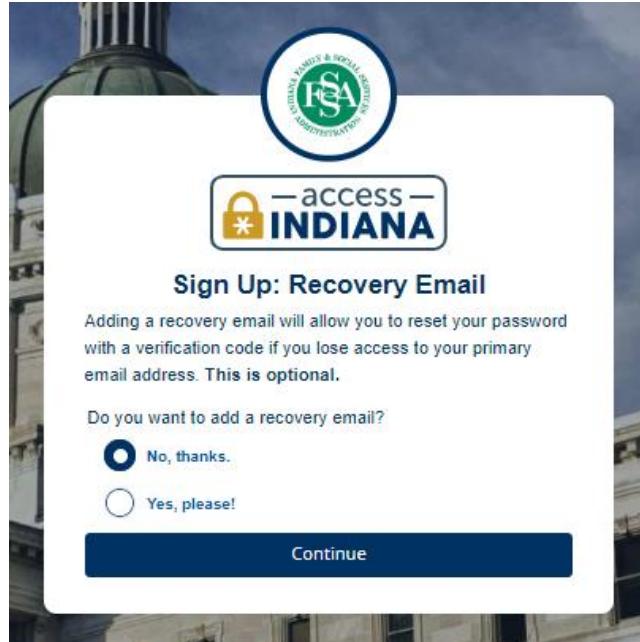


**Note:** While two-step verification is a good security measure for a user account, enabling this feature is optional.

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12. Choose an option and click the “Continue” button.

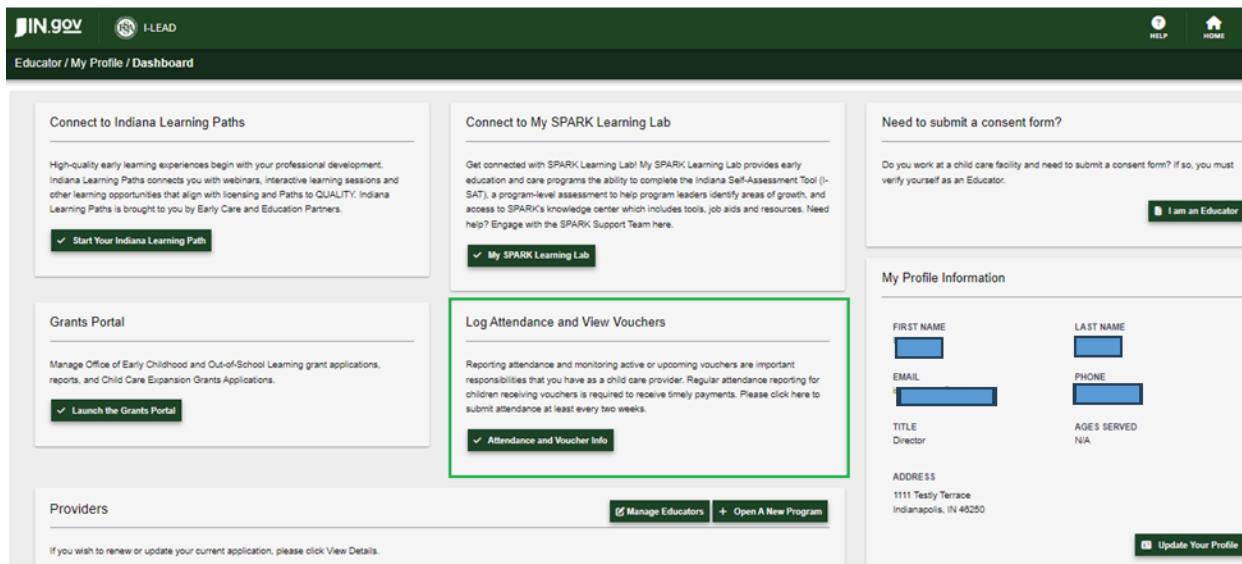
**Result:** The Access Indiana Recovery Email window is displayed.



**Note:** Similar to the prior step, this provision is optional.

13. Choose an option and click the “Continue” button.

**Result:** The Educator dashboard is displayed.



IN.GOV HEAD

Educator / My Profile / Dashboard

Connect to Indiana Learning Paths

High-quality early learning experiences begin with your professional development. Indiana Learning Paths connects you with webinars, interactive learning sessions and other learning opportunities that align with licensing and Paths to QUALITY. Indiana Learning Paths is brought to you by Early Care and Education Partners.

✓ Start Your Indiana Learning Path

Connect to My SPARK Learning Lab

Get connected with SPARK Learning Lab! My SPARK Learning Lab provides early education and care programs the ability to complete the Indiana Self-Assessment Tool (I-SAT), a program-level assessment to help program leaders identify areas of growth, and access to SPARK's knowledge center which includes tools, job aids and resources. Need help? Engage with the SPARK Support Team here.

✓ My SPARK Learning Lab

Need to submit a consent form?

Do you work at a child care facility and need to submit a consent form? If so, you must verify yourself as an Educator.

I am an Educator

Grants Portal

Manage Office of Early Childhood and Out-of-School Learning grant applications, reports, and Child Care Expansion Grants Applications.

✓ Launch the Grants Portal

Log Attendance and View Vouchers

Reporting attendance and monitoring active or upcoming vouchers are important responsibilities that you have as a child care provider. Regular attendance reporting for children receiving vouchers is required to receive timely payments. Please click here to submit attendance at least every two weeks.

✓ Attendance and Voucher Info

Providers

Manage Educators + Open A New Program

My Profile Information

FIRST NAME

LAST NAME

EMAIL

PHONE

TITLE Director

AGES SERVED N/A

ADDRESS 1111 Testy Terrace Indianapolis, IN 46250

Update Your Profile

14. In the “Log Attendance and View Vouchers” section, click the “Attendance and Voucher Info” button.

**Result:** The Provider Portal home page is displayed.



If you...	Then proceed to...
Wish to set up your provider information for the first time...	Section 3 or page 15 of this document.
Wish to perform or view Data Entry Setup to choose whether you will enter attendance through this provider portal or through one of the three State preferred CCMS vendors...	Section 4 or page 19 of this document.
Wish to view or setup Payment information or enter / update banking information...	Section 5 or page 21 of this document.
Wish to view or manage Absences...	Section 6 or page 24 of this document.
Wish to view or manage Closure Days...	Section 7 or page 31 of this document.

## 3. Provider Setup

The following process is intended for initial provider setup in the provider portal. If you have already established your childcare sites in Provider Portal, you may skip this section. If in the course of your business you open new provider sites, you may revisit this section.

1. Refer to the email you received from OECOSL with your invitation to link your provider site. If you did not receive this email, please call 1-800-299-1627 or visit Brighterfuturesindiana.org/I-Lead.
2. Click the “Accept Invitation” button at the bottom of the message.

**Result:** The Portal Invitation Login Screen is displayed.

Portal Invitation

In order to accept invitations, you must be logged in to I-LEAD with a state account. Click the 'Login' button below to login or register.

**Login and Accept Invitation** **Decline**

Need to resend the invite?

If your invitation has expired, please enter your email here to receive a new invitation.

EMAIL

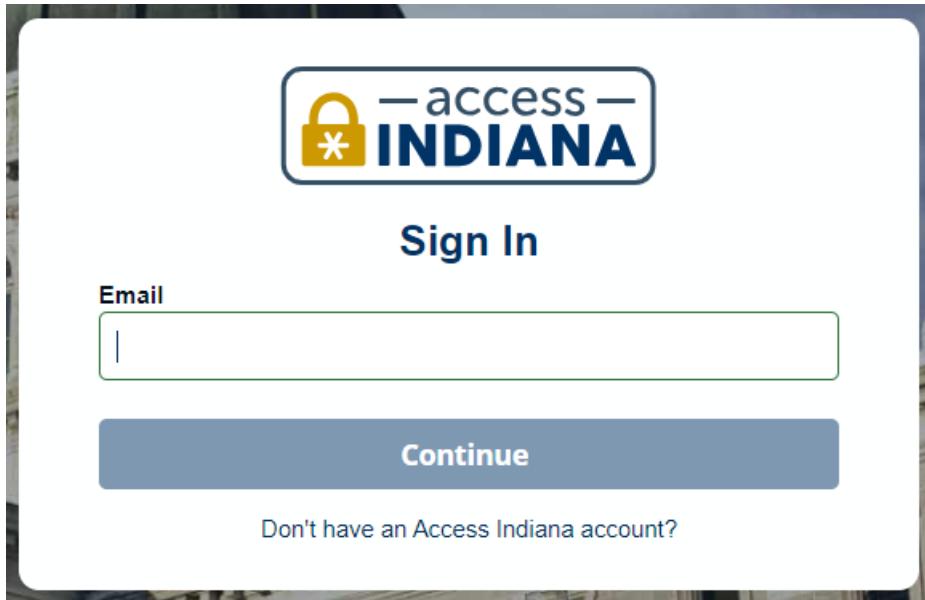
Email (your@email.com)

**Resend Invite**

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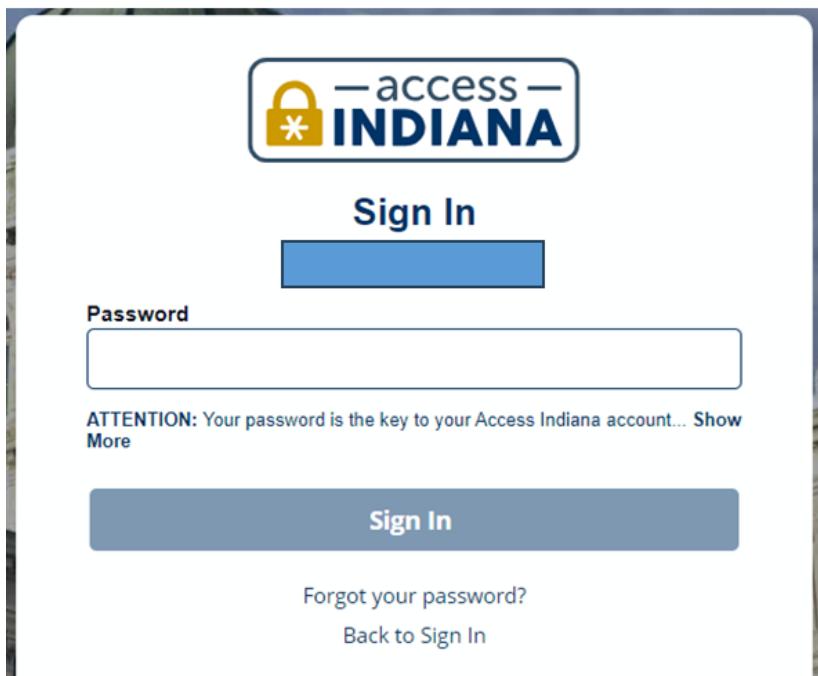
3. Click the “Login and Accept Invitation” button.

**Result:** The Access Indiana Login screen is displayed.

A screenshot of the Access Indiana Sign In page. At the top is a logo with a yellow padlock icon and the text “—access— INDIANA”. Below the logo is the word “Sign In” in a large, bold, blue font. Underneath “Sign In” is a text input field labeled “Email” with a placeholder “Email” and a green border. Below the email field is a large blue “Continue” button. At the bottom of the page, a link “Don't have an Access Indiana account?” is visible.

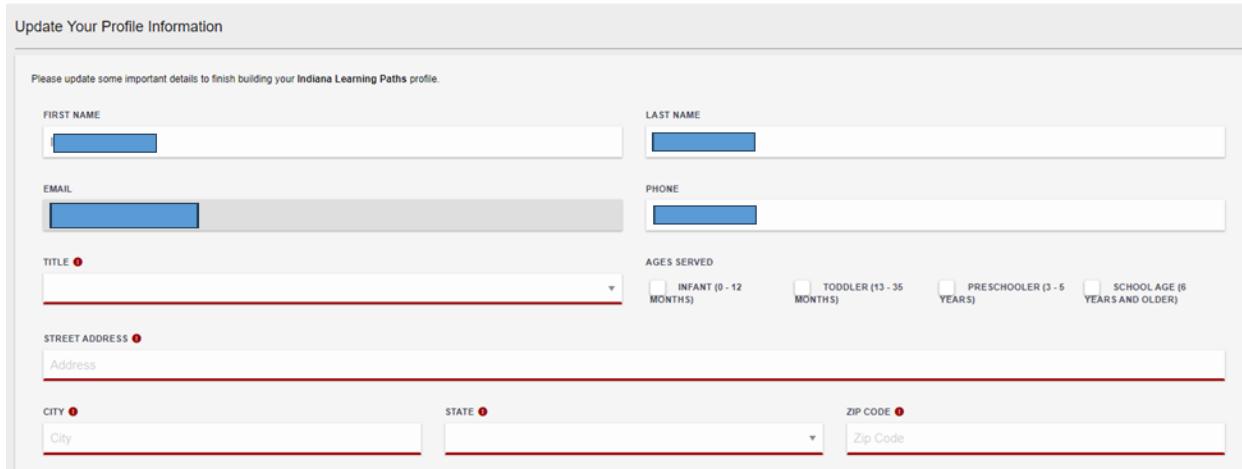
4. Confirm or enter your email address in the “Email” field and click the “Continue” button.

**Result:** The password prompt is displayed.

A screenshot of the Access Indiana Sign In page, similar to the previous one but with a password field. The logo “—access— INDIANA” is at the top. Below it is the word “Sign In” in blue. A blue “Continue” button is above a text input field labeled “Password” with a blue border. At the bottom of the page, a message “ATTENTION: Your password is the key to your Access Indiana account... Show More” is displayed, followed by a “Sign In” button, a “Forgot your password?” link, and a “Back to Sign In” link.

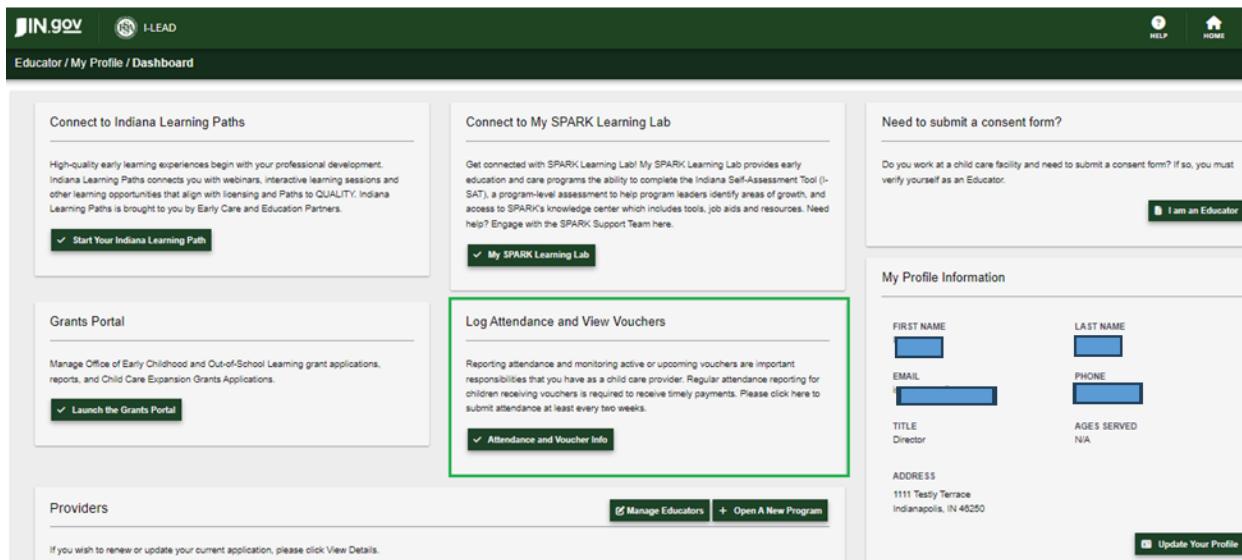
5. Enter your password in the “Password” field and click the “Sign In” button.

**Result:** You will receive a notification in the bottom-right corner of the screen indicating that your invite was accepted, and the “Update Your Profile Information” window is displayed.



6. Fill out all required fields and click the “Update Your Profile button in the bottom-right corner of the window.

**Result:** The Educator Dashboard is displayed.



7. In the “Log Attendance and View Vouchers” section, click the “Attendance and Voucher Info” button.

**Result:** The Provider Portal is displayed.



If you...	Then proceed to...
Are setting up a new provider site...	The next section of this document.
Wish to perform or view Data Entry Setup to choose whether you will enter attendance through this provider portal or through one of the three State preferred CCMS vendors...	The next section of this document.
Wish to view or setup Payment information or enter / update banking information...	Section 5 or page 21 of this document.
Wish to view or manage Absences...	Section 6 or page 24 of this document.
Wish to view or manage Closure Days...	Section 7 or page 31 of this document.

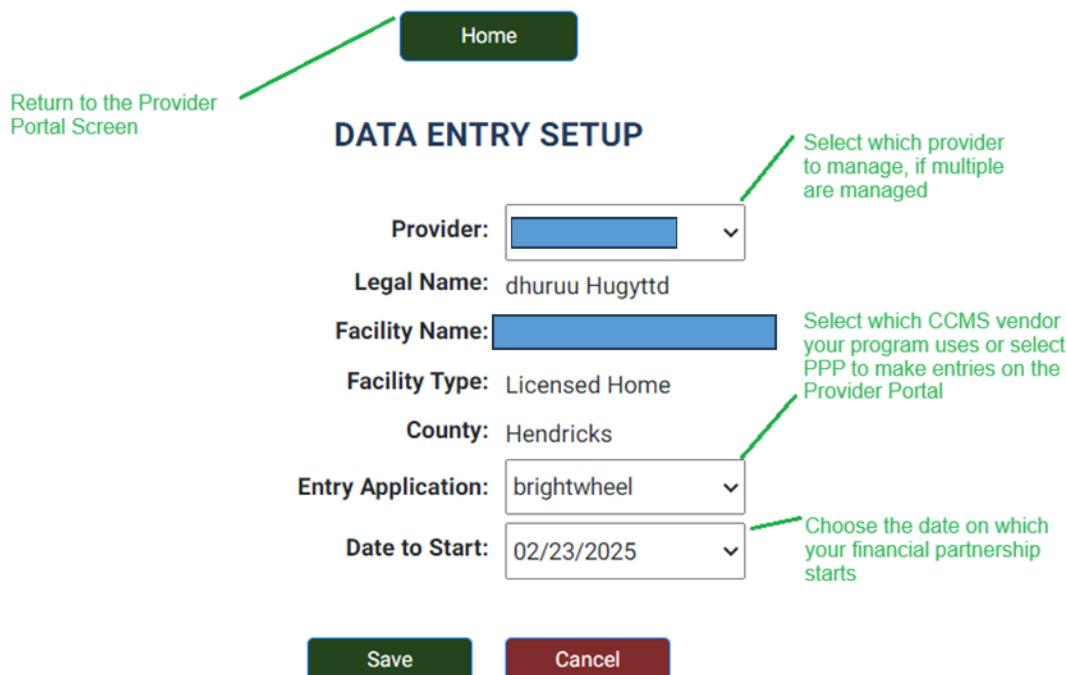
## 4. Data Entry Setup

In the provider portal, the tile labeled “Data Entry Setup” is used to select which method of submission the provider wishes to use to submit absence and attendance data. By default, all programs are set up to use the provider portal as their way to submit attendance to the State. However, providers may also choose to use one preferred CCMS vendors to submit attendance to the State instead.

1. Click the “Data Entry Setup” tile.

**Result:** The Data Entry Setup window is displayed. Take note of the elements of the page below.

### CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL



Return to the Provider Portal Screen

Home

DATA ENTRY SETUP

Provider:

Legal Name: dhuruu Hugytd

Facility Name:

Facility Type: Licensed Home

County: Hendricks

Entry Application:

Date to Start: 02/23/2025

Save Cancel

Select which provider to manage, if multiple are managed

Select which CCMS vendor your program uses or select PPP to make entries on the Provider Portal

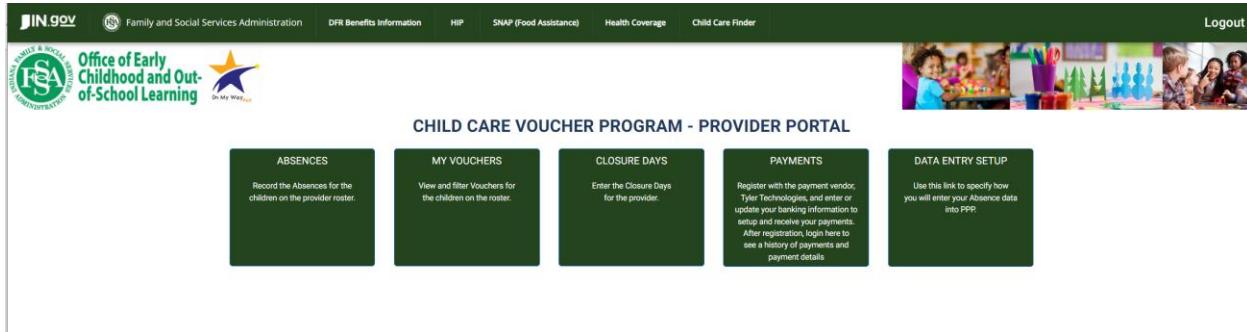
Choose the date on which your financial partnership starts

2. With the provider site selected and verified in the Provider field, choose the appropriate Child Care Management System (CCMS) partner that you'd like to use for absence entries. from the “Entry Application” field.

**Note:** Utilization of a Childcare Management System vendor is not required. You may leave this selection at the default option of PPP if you wish to manually enter your absences. If you are using a CCMS vendor, you may have instructions related to their software application, from the application vendor, separate from this guide. Make sure to follow this documentation to complete your setup.

3. By default, the start date for your section will always be the start of a service period. Choose a future date at which your data entry selection should be effective; and click the “Save” button. You will receive notification that your entry has been saved.
4. Click the “Home” button.

**Result:** You are returned to the Provider Portal Screen.



If you...	Then proceed to...
Are setting up a new provider site...	The next section of this document.
Wish to view or setup Payment information or enter / update banking information...	The next section of this document.
Wish to view or manage Absences...	Section 6 or page 24 of this document.
Wish to view or manage Closure Days...	Section 7 or page 31 of this document.

## 5. Payments Setup

All providers will need to register each site with Tyler Technologies. This includes creating an account with Tyler Technologies by following the instructions below and entering your bank information.

**IMPORTANT: Providers will not be paid until this step has been completed.**

1. Click the “Payments” tile.

**Result:** The Payments page is displayed. Take note of the elements on the page below.

### CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Service Period 03/10/2024 - 03/23/2024, due on 04/06/2024. Please enter and review absences for this service period and submit.



Return to the Provider Portal

Home

PAYMENTS

Provider:

Legal Name: dhuruu Hugytd

Facility Name:

Facility Type: Licensed Home

County: Hendricks

Registered: Yes

User Provider Key: q?5mxD6#

Select which provider to manage, if multiple are managed

This key is generated per provider site when the Payments tile is accessed. Each site will have a unique key

(Copy the above Provider Key to paste when registering with the payment vendor, Tyler Technologies.)

#### PAYMENT VENDOR LOGIN

Login to Tyler Technologies to view setup and your history of payments.

#### PAYMENT VENDOR REGISTRATION

Register with Tyler Technologies and enter your provider's banking information to set up and receive your payments. Once registered, this link will be disabled.

**Note:** Write down or copy your user provider key, as it is needed for payment registration. The “Payment Vendor Registration” tile will allow you to perform first time setup with Tyler Technologies. The Tyler Technologies “Payment Vendor Login” tile will allow you to log into your vendor account to view your payment history, see payment detail reports, and manage your banking information. These sections are not discussed in this document. Please refer to your supplemental documentation relevant to your payment vendor.

---

2. Click the “Payment Vendor Registration” tile.

**Result:** The Bank Information page is displayed in a new browser tab.

**Submit Provider Banking Information**

Use this form to submit your provider banking information to Tyler Technologies for the first time.

> When entering your license number, please enter all fields including any letters or dashes that may be in your license number.  
> For your provider key, you will enter the code provided when you login to your Provider Portal.

If you have any questions about this form or about your CCDF/OMW payments, please contact your CCDF policy consultant. You can find your CCDF policy consultant contact information at [https://www.in.gov/fssa/carefinder/files/CCDF\\_Constant\\_Policy\\_map.pdf](https://www.in.gov/fssa/carefinder/files/CCDF_Constant_Policy_map.pdf) If you need assistance with submitting your banking information for payment, please contact Tyler Technologies at (844) 959-7997.

Please note: banking information must be submitted/updated at least two (2) business days prior to a payment date to be effective with that payment.

First Name

Last Name

License Name



License Number



Provider Key

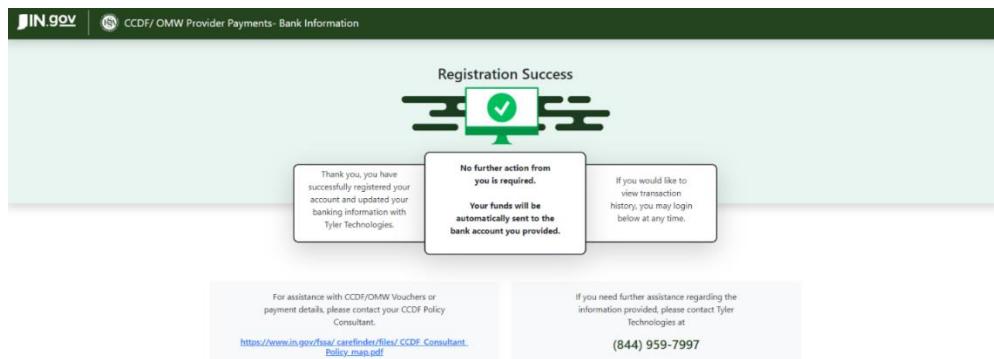


By checking this box and clicking accept, you agree to and accept the [terms and conditions](#), [privacy policy](#), fees and arbitration provisions associated with the account.

Copyright © 2023 State of Indiana - All rights reserved.

## 3. Fill out all fields, select the Checkbox to accept the terms and conditions, and click the “Next” button.

**Result:** The Registration Success confirmation window is displayed, and you will receive a welcome email for confirmation.



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4. Close the browser tab and return to your original tab.
5. Click the “Home” button.

**Result:** You are returned to the Provider Portal Screen.



If you...	Then proceed to...
Wish to view or manage Absences...	The next section of this document.
Wish to view or manage Closure Days...	Section 7 or page 30 of this document.
View or perform Data Entry Setup to choose whether you will enter attendance through this provider portal or through one of the three State preferred CCMS vendors...	Section 4 or page 19 of this document.

## 6. Managing Absences

1. Click the “Absences” tile.

**Result:** The Absences window is displayed.

**CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL**

Service Period 03/10/2024 - 03/23/2024, due on 04/06/2024. Please enter and review absences for this service period and submit.

Home
Closures
My Vouchers

**ABSENCES**

Provider:	<input type="text"/>
Legal Name:	dhuruu Hugytd
Facility Name:	<input type="text"/>
Facility Type:	Licensed Home
County:	Hendricks

**Reminder: Please contact the Eligibility Office at [ccdfvouchers@fireflyin.org](mailto:ccdfvouchers@fireflyin.org) if a child on your roster is no longer attending.**

Service Period:	<input type="text" value="10/22/2023-11/04/2023"/>	Status:	Processed	Last Updated Date/Time:	<input type="text" value="05/03/2024 03:57:05 PM"/>	Submission Date/Time:	<input type="text" value="03/20/2024 11:26:05 AM"/>							
Student Name	Sun 10/22	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27	Sat 10/28	Sun 10/29	Mon 10/30	Tue 10/31	Wed 11/1	Thu 11/2	Fri 11/3	Sat 11/4
3/4/5 years old	OD	P	P	P	P	P	OD	OD	P	P	P	P	P	OD
School Age	OD	P	P	P	P	P	OD	OD	P	P	P	P	P	OD
vurtd_Juvitus-Duntul (CCDF)	OD	P	P	P	P	P	OD	OD	P	P	P	P	P	OD
vurtd_urult-Jundt (CCDF)	OD	P	P	P	P	P	OD	OD	P	P	P	P	P	OD

[Attendance Symbols](#)

[Print](#)

**Note:** Printing is detailed in Section 8 of this document. If you wish to print, go to page 34.

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2. Click on a Child's name to view a complete list of their vouchers.

**Result:** The Vouchers window is displayed. This is a read only area.

### CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

[Home](#)
[Absences](#)
[Closure Days](#)
[Return](#)

#### VOUCHERS

<u>PROVIDER</u>	Provider #: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	Legal Name: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	Facility Name: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	Facility Type: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	Location Address: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	County: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>				
<u>CHILD DETAIL</u>	Case #: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	Child Name: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	Date of Birth: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	Anniversary Date: <span style="border: 1px solid blue; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>						
<u>VOUCHER DETAILS</u>										
Case Seq.	Voucher #	Funding Source	Voucher Begin Date	Voucher End Date	Age Group	Provider Rate	Market Rate	Weekly Subsidy	Total Subsidy	Weeks Over
20	9289606	CCDF	07/31/2022	12/17/2022	School Age	\$ 130.00	\$ 77.00	\$ 26.00	\$ 520.00	\$ 53
21	9570271	CCDF	12/18/2022	12/31/2022	School Other	\$ 150.00	\$ 110.00	\$ 39.00	\$ 78.00	\$ 40

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3. Click the “Return” button.

**Result:** The Absences window is displayed.

**CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL**

Service Period 03/10/2024 - 03/23/2024, due on 04/06/2024. Please enter and review absences for this service period and submit.

Home
Closures
My Vouchers

**ABSENCES**

**Provider:**

**Legal Name:** dhuruu Hugytd

**Facility Name:**

**Facility Type:** Licensed Home

**County:** Hendricks

**Reminder: Please contact the Eligibility Office at [ccdfvouchers@fireflyin.org](mailto:ccdfvouchers@fireflyin.org) if a child on your roster is no longer attending.**

Service Period: 
Status: Processed
Last Updated Date/Time: 05/03/2024 03:57:05 PM
Submission Date/Time: 03/20/2024 11:26:05 AM

Student Name	Sun 10/22	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27	Sat 10/28	Sun 10/29	Mon 10/30	Tue 10/31	Wed 11/1	Thu 11/2	Fri 11/3	Sat 11/4
3/4/5 years old														
Lull_Jusmur_(CCDF)	OD	P	P	P	P	P	OD	OD	P	P	P	P	P	OD
School Age	OD	P	P	P	P	P	OD	OD	P	P	P	P	P	OD
yurtd_Juvitus-Duntul_(CCDF)	OD	P	P	P	P	P	OD	OD	P	P	P	P	P	OD
yurtd_urult-Jundt_(CCDF)	OD	P	P	P	P	P	OD	OD	P	P	P	P	P	OD

[Attendance Symbols](#)

4. To make attendance or absence changes to an unsubmitted service period, select a service period in the “Service Period” drop-down box.

5. To manipulate a day for a child in the grid, click on the entry for that child on the day you wish to alter.

**Note:** Each click on a value will toggle it to the next available value. For example, clicking a cell with a value of “P” (Present) will toggle that value to “AB” (Absent). Clicking a cell with a value of “AB” will cycle the value to “OD” (Off Day) and clicking a cell with a value of “OD” will return the value to “P”.

**CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL**

Service Period 03/10/2024 - 03/23/2024, due on 04/07/2024. Please enter and review absences for this service period and submit.

[Home](#) [Closures](#) [My Vouchers](#)

**ABSENCES**

Provider:  Legal Name: dhuruu Hugytd  
Facility Name:  Facility Type: Licensed Home  
County: Hendricks

Reminder: Please contact the Eligibility Office at [adonges@FireflyIN.org](mailto:adonges@FireflyIN.org) if a child on your roster is no longer attending.

Service Period:	04/21/2024-05/04/2024	Status: Open		Last Updated Date/Time: 04/04/2024 12:51:37 PM		Submission Date/Time:								
Student Name	Sun 4/21	Mon 4/22	Tue 4/23	Wed 4/24	Thu 4/25	Fri 4/26	Sat 4/27	Sun 4/28	Mon 4/29	Tue 4/30	Wed 5/1	Thu 5/2	Fri 5/3	Sat 5/4
3/4/5 years old														
<a href="#">Lfull_Jusmuri (CCDF)</a>	OD	P	P	P										
School Age														
<a href="#">yurtd_urult-Jundt (CCDF)</a>	OD	P	P	P										
<a href="#">yurtd_Juvius-Duntul (CCDF)</a>	OD	P	P	P										

An attendance value which may be toggled
Attendance code descriptions
Attendance Symbols

[Print](#) [Save](#)

**Note:** Attendance code descriptions are referenced below and are accessible from the “Attendance Symbols” link in the screenshot of the prior step of this procedure.

## Attendance Symbols

**PC (Paid Closure)** - Providers get 16 Paid Closure Days per calendar year which can be used for provider Vacations, Sick Days, Inclement Weather Days, Emergency Closures, Staff In-Service, or Holidays. Providers will need to enter 5 Paid Closures if they are closed for the entire week.

**OD (Off Day)** - Off Days should be used when the provider does not operate, or the child is not regularly scheduled to attend on this day (for example, the child only attends Mon-Thurs). These days are paid and do not count against the child's excessive absence total.

**NP (Non-Paid Closure)** - Any day your program would normally be open, but no children are in attendance. This would be used for weeks that already have attendance recorded, and providers will still be paid.

**P (Present)** - This is used when a child attended any amount of time during a given date.

**AB (Absent)** - Absent should be used when a child is regularly scheduled to attend but was not in attendance at all on a given date (pre-planned or not) for a child's vacations, sick days, emergencies, etc. Children are allowed up to 45 absence days, across all providers they attend, per enrollment year.

**Close**

**Note:** If you use a CCMS provider such as Alliance CORE powered by Early Learning Ventures, brightwheel, or Playground, this screen will be read only in the provider portal. Please refer to the application guide provided by your CCMS vendor. Only those using PPP as their Entry Application will be able to change attendance from this screen.

6. Once you have made your necessary attendance alterations, you may click one of the two following buttons.

a. **Save** - This button will save your changes but will NOT submit them for action.

**Note:** If you use a CCMS provider such as Alliance CORE powered by Early Learning Ventures, brightwheel, or Playground, you will not see the Save or Submit buttons. Data is managed through your CCMS.

**IMPORTANT:** Once submitted, the service period is locked for editing! Ensure that your entries are correct before clicking the “Submit” button.

b. **Submit** - This button will submit your changes for processing. Only submitted absences pages will be available for payment via the Payments portal. No payments will be initiated that haven’t had the service period submitted. You must wait for a service period to end before you will be able to submit attendance or absences for that service period. Submissions are due two weeks after the service period ends. If you do not see a submit button on this screen it is likely because either the service period has already been submitted or the current date falls within the service period begin and end dates.

**CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL**

Service Period 03/10/2024 - 03/23/2024, due on 04/07/2024. Please enter and review absences for this service period and submit.

[Home](#) [Closures](#) [My Vouchers](#)

**ABSENCES**

Provider:  Legal Name: dhuruu Hugytt Facility Name:  Facility Type: Licensed Home County: Hendricks

The information contained on this line shows details about the status of the service period selected

Reminder: Please contact the Eligibility Office at [\(800\) 333-2222](#) if a child on your roster is no longer attending.

Student Name	Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Fri 4/5	Sat 4/6
3/4/5 years old														
Itull_Jasmyr (CCDF)	OD	P	P	P	P	OD	OD	P	P	P	P	P	P	OD
School Age	OD	P	P	P	P	OD	OD	P	P	P	P	P	P	OD
Yurtd_Javtus-Duntul (CCDF)	OD	P	P	P	P	OD	OD	P	P	P	P	P	P	OD

Saves changes, but does not submit for processing

Attendance Symbols

**Note:** The first unsubmitted pay period will be paid. Additional pay periods will not be paid until unsubmitted service periods are caught up.

**Note:** Printing is detailed in Section 8 of this document. If you wish to print, go to page 34.

7. Click the “Home” button.

**Result:** You are returned to the Provider Portal Screen.

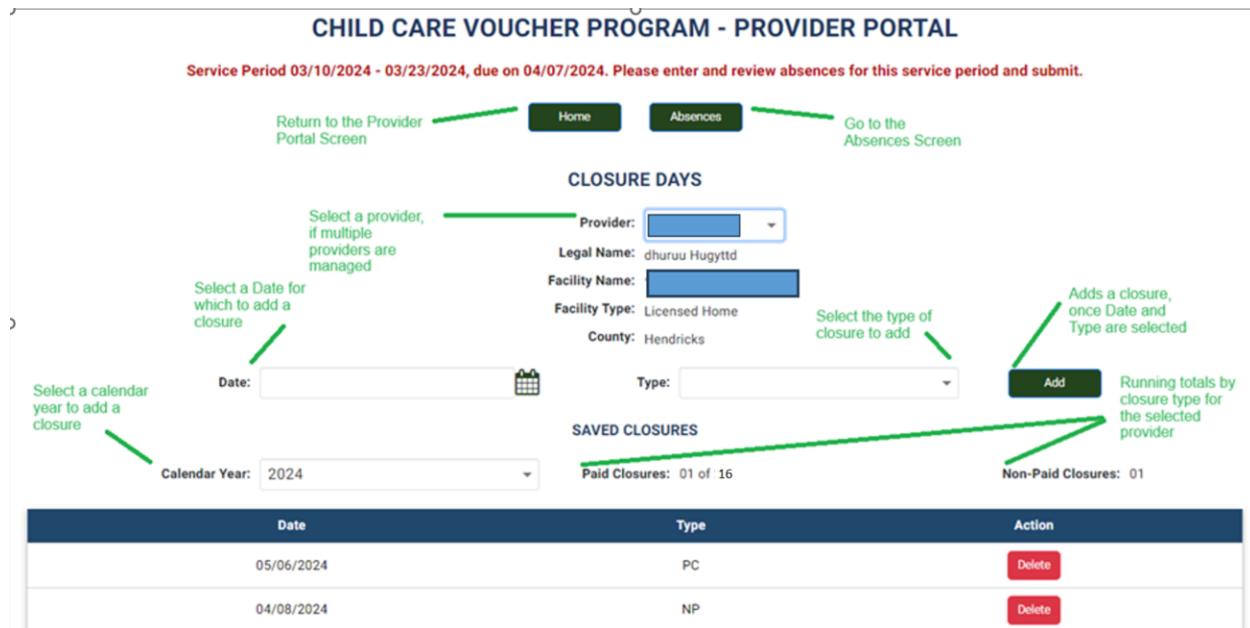


If you...	Then proceed to...
Wish to view or manage Closure Days...	The next section of this document.
View or perform Data Entry Setup to choose whether you will enter attendance through this provider portal or through one of the three State preferred CCMS vendors...	Section 4 or page 19 of this document.
View or setup Payment information or enter/update banking information...	Section 5 or page 21 of this document.

## 7. Managing Closure Days

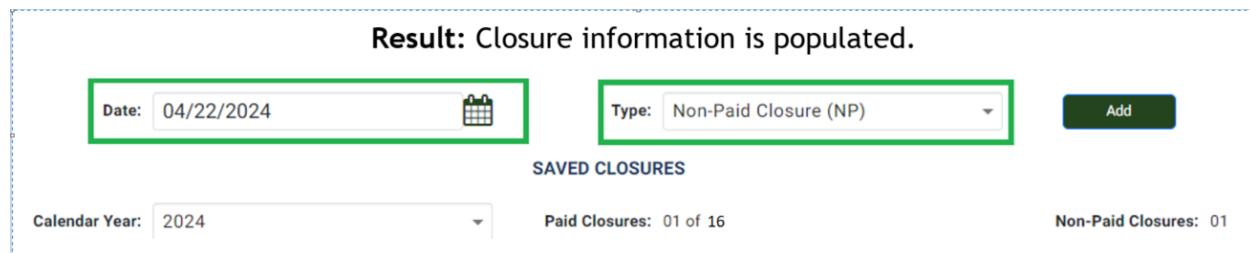
1. Click the “Closure Days” tile.

**Result:** The Closure Days window is displayed. Take note of the elements of the page below.



2. To add a closure, enter a date in the “Date” field by manually typing the date, or, clicking on the Calendar icon next to the field.
3. Choose a closure type, from the “Type” drop-down menu.

**Result:** Closure information is populated.



**Note:** Closures can be added before or after the closure, as long as they are added before submitting the service period.

**Note:** A provider is allowed 16 paid closures per year. After 16 paid closures have been recorded, only the Non-Paid-Closure option will be available. Providers should use all of their paid closures before entering non-paid closures.

**Note:** Closures are not managed in the CCMS system like other attendance and absence data. Closures must be added in PPP.

- Click the “Add” button.

**Result:** A record for your specified closure is added to the grid, and the type of closure is iterated above.

**CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL**

Service Period 03/10/2024 - 03/23/2024, due on 04/07/2024. Please enter and review absences for this service period and submit.

**CLOSURE DAYS**

**Provider:**    
**Legal Name:** dhuruu Hugytd   
**Facility Name:**    
**Facility Type:** Licensed Home   
**County:** Hendricks

**Date:**   **Type:**

**SAVED CLOSURES**

Date	Type	Action
05/06/2024	PC	<input type="button" value="Delete"/>
04/22/2024	NP	<input type="button" value="Delete"/>
04/08/2024	NP	<input type="button" value="Delete"/>

**Calendar Year:**  **Paid Closures:** 01 of 16 **Non-Paid Closures:** 02

- To delete a closure, click the “Delete” button beside the closure’s entry. You will only be able to delete closures that occur during service periods that have not been submitted. Once a service period has been submitted, a closure cannot be deleted.

**Result:** The Delete Closure confirmation window is displayed.

### Delete Closure

Would you like to restore all entries that were previously recorded for 04/22/2024?

---

6. Click the “Yes” button.

**Result:** The selected entry is removed.

7. Click the “Home” button.

**Result:** You are returned to the Provider Portal Screen.

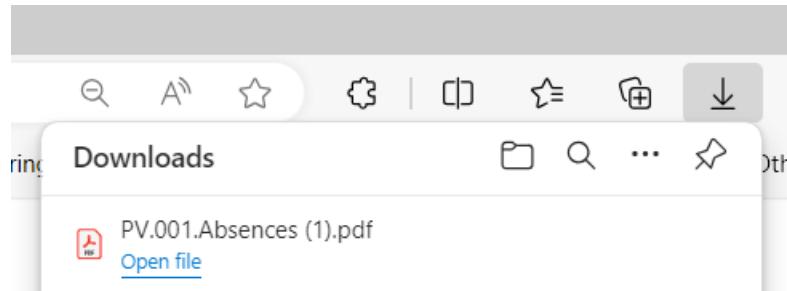
A screenshot of the Child Care Voucher Program - Provider Portal homepage. The top navigation bar includes links for Family and Social Services Administration, DFR Benefits Information, HIP, SNAP (Food Assistance), Health Coverage, Child Care Finder, and Logout. The FSA logo is on the left, and a photo of children is on the right. The main content area is titled "CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL" and contains five buttons: "ABSENCES", "MY VOUCHERS", "CLOSURE DAYS", "PAYMENTS", and "DATA ENTRY SETUP".

## 8. Printing

**Note:** Options to Print can be found on the “Absences” and “My Vouchers” pages.

1. Click the “Print” button.
2. From the drop-down menu, choose a format for the report, PDF, or Excel.

**Result:** The report will render, and when ready; will appear in your browser’s downloads folder.



**Note:** In the above example, the Print button was utilized from the absences page. Depending on which report your print, your report name may differ from the example above.