

ATTENTION: CHILD CARE SUBSIDY PARENTS

You Must Use Your Virginia Electronic Child Care (VA-ECC) Card!

You are responsible for reporting your child's attendance. If you do not use your VA-ECC card to report attendance, absences, and holidays, you may be responsible for paying your provider.

You may have to pay for child care if:

- You do not record attendance using your VA-ECC card for days your child attends care;
- Attendance swipes were denied and you did not get them corrected within 9 days by notifying your child care worker of the problem, or;
- Your provider loses a holiday payment or an absent day payment because you do not report the absent day or holiday with your swipe card.

VA-ECC cardholder responsibilities:

- Do not give your VA-ECC card, card number, or personal identification number (PIN) to anyone else, including your child care provider;
- Be sure to enter correct attendance dates and times using your VA-ECC card in the swipe machine;
- Check the message after each swipe to see if it is approved or denied. If a swipe is denied and you are not able to correct it, you must report the problem to your child care provider and your child care worker right away;
- Do not record attendance for any day when your child does not attend, except for an absent day (a day when they were expected to attend) or a holiday.

Your local department of social services prosecutes fraud to ensure that child care funds are used for eligible families. To report suspected fraud, contact your local department. For a list of local department phone numbers visit www.dss.virginia.gov