Attention Child Care Vendors:

Checking ATTENDANCE is EASY and helps you get TIMELY and ACCURATE PAYMENTS!

FOLLOW THESE STEPS:

1. Go to the Vendor Web Portal www.vaecc.org/eccpw
   - Login with your USER ID and PASSWORD
     - **To Reset ID/PASSWORD:** Call Xerox at 1-877-918-2276
2. From the VENDOR PROFILE screen, scroll to the bottom and click the tab located at the right hand corner entitled, ATTENDANCE REPORT.

The current month is always displayed, but ANY month can be selected

(attendance prior to March 1, 2016 will not display)

What do the colors and letters mean?

- **Red "I"** - incomplete transaction (cardholder swiped to check-in, but DID NOT swipe to check-out, or vice versa)
- **Green "PD" or "FD"** - complete transaction (cardholder swiped to check-in and swiped to check-out)
- **Blue Boxes –** dates of authorized or approved child care
- **White Boxes** - dates of unauthorized or unapproved child care

James Cathy	113013820/ 310015200	14/03	10/01			FD	A	A			FD							
James Mike	113013820/ 310015198	09/00	12/00															
Monroe Zachary	113119242/ 310014512	03/00	00/00															
Noble Ben	113104774/ 310014933	13/04	08/02	A						FD	FD	FD		I				
Number Baby	113018154/ 310014552	13/00	08/00															
Place Glad	113013628/ 310015217	08/01	13/02	FD	PD	PD												
Sampson Samuel	113013699/ 310015214	08/00	09/00															
Screening Baby	113075824/ 310013533	21/00	00/00															
Test Gotta	113023393/ 310014773	20/02	01/00	FD	FD													
Thursday Baby	113107456/ 310015194	04/03	17/00	FD	FD	FD												
Turner Ted	113025250/ 310014292	08/00	13/00															
Wars Baby	113103754/ 310014893	05/05	21/05	FD	FD	FD	PD		FD	FD			PD	PD	I			
Williams Robert	113118590/ 310014472	06/00	00/00															

A swipe status can appear on screen as it occurs

- PD Attendance (Part Day)
- FD Attendance (Full Day)
- I Incomplete Attendance Transaction
- A Absence Attendance
- H Holiday Attendance
- Authorized Period
- Discontinued Period

How do I find a particular child?

- You can search by case number or the child's last name
  Click on the first column header to choose how you would like to search

Need Technical Assistance?

Dial the CommonHelp/Subsidy Child Care Call Center:

1-855-635-4370
or
log onto : www.dss.virginia.gov/family/cc/assistance.cgi