

Electronic Attendance System

New Provider Overview



Does the state pay you to care for children through Working Connections or Seasonal Child Care?

Did You Know?

- You are required to record daily attendance with an electronic attendance system.
- You must use an electronic attendance system prior to the last day of your third full month after the month you are authorized for payment.
 - Example: You start to care for a child on Oct. 10, 2019. You are authorized in the month of October and your three full months are: November, December, and January. You must use an electronic attendance system by Jan. 31, 2020.
- You can use the Department of Children, Youth, and Families (DCYF) system, KinderConnect, at no cost or a DCYF-approved third party system at your own cost.

How Do You Do This?

Choose One of the Following:

- Use the DCYF system: Complete Electronic Attendance System training available online at www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training and then log check in or out attendance in the system; **or**
- Report the use of a DCYF-approved third-party system: www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/approved-systems.

Then:

- Keep track of attendance by having families check children in and out of care in one of the electronic attendance system options.
- Electronically “submit” attendance records using KinderConnect: www.dcyf.wa.gov/sites/default/files/pdf/EASManual.pdf#page=13.

If you don't meet this requirement, you will no longer be authorized to provide child care through Working Connections or Seasonal Child Care. Don't wait to ask for help! Depending on when you ask for help, you may qualify for additional days to meet the requirement. If you think you may qualify for an exception to rule, you can apply online at www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/exception.

Get Training on the DCYF Attendance System

- Training can be completed in-person, online, or by mailed packet.
- You can also get one-on-one help, called Technical Assistance. For more information about training or Technical Assistance, visit the Electronic Attendance Training and Support page: www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Using the DCYF System

When using the DCYF system KinderConnect, you can choose how you have families check children in and out of care.

I Am Required To:	I Must Use:	This is An:
Keep track of and submit attendance using any device with internet access (e.g., laptop, tablet, smartphone)	KinderConnect: www.dcyf.wa.gov/sites/default/files/pdf/EASManual.pdf#page=13	Internet Site
I Can Collect Attendance Records By:	I Can Use:	This is A:
Having parents log a child in and out with a tablet*	KinderSign: www.dcyf.wa.gov/sites/default/files/pdf/EASManual.pdf#page=81	Tablet App
Having parents log a child in and out with their own smartphone	KinderSmart: www.dcyf.wa.gov/sites/default/files/pdf/EASManual.pdf#page=99	Phone App
Having parents log a child in or out by phone , including a landline	Interactive Voice Response: www.dcyf.wa.gov/sites/default/files/pdf/EASManual.pdf#page=107	Phone Number

Learn how to set up your selected option in the Electronic Attendance User Manual: www.dcyf.wa.gov/sites/default/files/pdf/EASManual.pdf

More Information

For Questions About:	Visit:	Website:
Getting Started	Electronic attendance main page	www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system
Training and Help	Training webpage	www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training
How to Use the DCYF System	DCYF Electronic Attendance System User Manual	www.dcyf.wa.gov/sites/default/files/pdf/EASManual.pdf
Do I Qualify for an Exception?	Exception to rule: information and application	www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/exception
Other Attendance Systems I Can Use	DCYF approved third-party systems	www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/approved-systems

*Tablets must have access to Google Play or the Apple App Store.

My Subsidy Authorization Was Closed – How Do I Get It Reopened?

Your service is important to us and to Washington children and families. Follow the steps below to get payment reopened.

Step 1: Log a Check-In or Check-Out Transaction Online in KinderConnect

- You can sign a child in and out on a past day where care was provided and authorization was active, or
- Sign a private pay child in and out using KinderSmart on the parent's phone, KinderSign on a tablet, or by having the family use Interactive Voice Response (IVR) with a touch-tone phone.

Step 2: Call the Provider Line at 1-800-394-4571 to Have Your Subsidy Authorization Reactivated

- While on the phone: Your transaction will be confirmed and your authorization will be backdated to same date you made the “check-in or check out transaction” in KinderConnect.
- If you are an FFN (Family, Friend, and Neighbor provider), the provider line staff will coordinate with the license-exempt team to reopen payment.

For more information, visit: www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system.



I Am Using a Third Party System – What Now?

Record all attendance activity in the approved system and be prepared to respond to records requests with copies of records generated from that approved system. DCYF will use the normal audit process starting at 90 days from authorization.

Who Do I Contact If I Have Questions?

If you have questions, contact the Electronic Attendance Team at 360-725-4685 or electronic.attendance@dcyf.wa.gov.

If you are already using the DCYF system and need help, contact the Electronic Attendance System Service Desk at 1-844-704-6777 or eas.servicedesk@dcyf.wa.gov.

If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, ConstRelations@dcyf.wa.gov).