

Child Care Assistance Program (CCAP) DAILY Child Attendance Record

PROVIDER NAME	PROVIDER ID#		

Providers are required to keep accurate attendance records. To the extent possible, the times the child is dropped off and picked up must be entered by the person dropping off or picking up the child.

Month:		Day: Year:			
CHILD'S FIRST NAME	CHILD'S LAST NAME	TIMEIN	PRINTED NAME OF PERSON DROPPING OFF	TIME OUT	PRINTED NAME OF PERSON PICKING UP

If the child is not signed in and out, payment may be withheld and/or recouped. Providers must keep records at the site where care is provided for six years and make them available immediately upon request.



For accessible formats of this publication or additional equal access to human services, write to DHS.CCAP@State.Mn.Us, call 651-431-3809, or use your preferred relay service. (ADA1 [9-15])