

Hoosier Works for Child Care Late Attendance Quick Reference Guide

Step 1. Late Attendance Entry

Provider reports late attendance
on Provider Web Indiana at www.hoosierchildcare.com

1. On the Weekly Detail Attendance screen, click **ADD LATE ATTENDANCE**
2. Select Reason, Cardholder, Description and Check In/Check Out details:

Date	Personal Day	Check In	Check Out
Date 1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Date 2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Date 3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Date 4	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Date 5	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Date 6	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Date 7	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Step 2. Parent/Guardian Approval

Parent/Guardian approves late attendance at 1-800-876-0487 **OR**
on Parent/Guardian Web Portal at www.hoosierchildcarefamily.com

APPROVE/DENY LATE ATTENDANCE (03/29/2015 - 04/04/2015)

Attendance Date	Time	Attendance Type	Duration	Transaction Date /Time	Status	Action
03/29/2015		NO ATTENDANCE				
03/30/2015		NO ATTENDANCE				
03/31/2015		LATE PERSONAL DAY	06:00	03/31/2015 00:00	APPROVED	<input type="button" value="DENY"/>
04/01/2015		LATE PERSONAL DAY	06:00	04/01/2015 00:00	DENIED	<input type="button" value="APPROVE"/>
04/02/2015	17:49 18:49	LATE CHECK IN LATE CHECK OUT	01:00	04/02/2015 17:49 04/02/2015 18:49	PENDING	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>

NOTE: Parent/guardian must approve Late Attendance on the Parent Web Portal BEFORE it will be paid. (State staff may approve, in exceptional cases.)

