The Colorado Child Care Assistance Program (CCCAP) Attendance Tracking System (ATS) will go live on <u>Monday, April 23, 2018</u>.

<u>Steps to Take Now:</u>

1. Use Your CCCAP Card through April 22
The Point of Service (POS) device will be used by child care providers through April 22. Continue to use your CCCAP card until this date. You will use the ATS beginning April 23.

2. Check Your Email In-box
- If you are a <u>new CCCAP client</u>, you will receive a welcome email from the Attendance Tracking System when authorized care is set up by your county. The email includes instructions to set up your personal identification number (PIN).
- If you <u>currently receive CCCAP</u>, you will receive an email from the Attendance Tracking System a few days before the Attendance Tracking System goes live (approximately April 19). The email will include instructions to set up your personal identification number (PIN).
- If you are <u>on a wait-list in your county of residence</u>, you will not receive an email from the Attendance Tracking System until your county sets up authorized care.

3. Set Up Your Personal Identification Number (PIN)
The email link to set up your PIN will expire after 24 hours, so please <u>set up your PIN as soon as you receive the welcome email from the Attendance Tracking System (ATS)</u>. Your PIN is required to use the ATS. If you do not set up your PIN within 24-hours of receiving the email, a reminder will be sent to you with a new link. You can also reset your PIN at your child care facility beginning on April 23. Please DO NOT share your PIN with anyone, including your child care provider.

Need Assistance?
- Contact your county department of human/social services for questions regarding CCCAP.
- View videos, guides and updates online at <u>http://coloradoofficeofearlychildhood.force.com/oec/OEC_Families?p=Family&s=Colorado-Child-Care-Assistance-Program&lang=en</u>
- Contact the ATS Help Desk for Attendance Tracking System Support at 1.844.447.4441 (option 3) or cdhs_ats_helpdesk@state.co.us