

HOW DO I APPROVE OR DENY PERSONAL DAY LATE ATTENDANCE?

When your child's attendance was not swiped on the POS device due to absenteeism, your provider may enter Personal Day Late Attendance for the child(ren); once the attendance has been entered by the provider, a parent approval is required before the claim can be processed and paid. You may approve or deny the Late Attendance entered in one of the following ways:

Option 1 - [hoosierchildcarefamily.com](http://www.hoosierchildcarefamily.com)

By logging in to the Indiana E-Child Care website at www.hoosierchildcarefamily.com, you will need to create a User ID and password. For this you will need the following:

- **Cardholder's name**
- **Zip code**
- **Date of birth**
- **Hoosier works card number and PIN**

Once you create your user ID and password and can access your case information, you will need to do the following:

1. Click on the blue Late Attendance Worklist button
2. Click the blue details buttons on the row of the child attendance you are approving
3. Click the blue approve button for each late personal day entered
4. Repeat these steps for any other children you have
5. Once all attendance is approved you can log out of the system

**** If you are having problems with this approval process you can access a training video at: <https://www.youtube.com/watch?v=KUXU1eBWZuQ&feature=youtu.be>**

Option 2 - Parent Help Line at (800) 876-0487

By calling the Parent Help Line at (800) 876-0487 and following the prompts to review Late Attendance entered by the provider. **You will need the Hoosier works card number and PIN.**

The system will then prompt you to approve the personal day late attendance.

