



Have you heard? The Child Care Assistance Program (CCAP) now uses attendance records. Here's what you need to know.

What

Attendance records are uploaded in the Provider SSP to verify attendance of children in your care.

How

If you already have an attendance form you use, you can upload that document in the SSP.

If you do not have your own form, you can use the [SFN1220](#). This is a weekly form, but rows can be labeled and used for one month if all children fit.

One form can be used for multiple families.

When

Forms should be uploaded at the end of the month and are due two months after care is given.

For example: If care was given in October, the attendance record would be due in December.

Note

Attendance records are not used to calculate payment.

Questions?

Visit www.hhs.nd.gov/human-services/providers/ccap or email ccap@nd.gov.