



# CCAP Provider Record Keeping and Enrollment Requirements

CCAP providers are required to keep updated parent-provider agreements and daily sign-in/sign-out sheets for CCAP-participating children. Each child's enrollment should reflect their agreement and attendance. Providers are required to update a child's enrollment when there is a change to the parent-provider agreement or an ongoing change in a child's attendance. Please see below for helpful tips to ensure your program is compliant with these requirements.

## Parent-Provider Agreement

This form is a signed document attesting to the hours of child care the parent/guardian is requesting for their child and serves as an agreement between you and the family acknowledging that DHS CCAP will be accepted as their payment. This agreement must be used to enter the exact same schedule into the Provider Portal. It must be signed by you and the parent/guardian on or before the child's first day in care and must be kept on file for three (3) years. If the child's schedule changes, a new Parent-Provider Agreement must be created, and enrollment must be updated in the Provider Portal.

## Enrollment in the Provider Portal

The hours entered into the Provider Portal must match the most current Parent-Provider Agreement on file for each child. This ensures that your payment is accurate based on the child's enrollment and attendance.

## Recording Attendance

Recording attendance is extremely important to keep children safe during emergencies, to ensure accurate record keeping for proper payments, and is required by CCAP and DHS licensing regulations. The child's name, exact arrival time, exact departure time, and a staff or parent/guardian signature for each time is required. Some children may come and go multiple times throughout the day - each time must be recorded. These sheets must be kept on file for three (3) years.

**Questions?**  
**Email us at**  
**DHS.ChildCare@dhs.ri.gov**