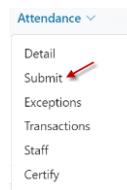


KinderConnect - Submit Attendance

Attendance is submitted by child. To submit **Attendance** for payment:

A Click **Submit** under Attendance. Note that Attendance can be reviewed prior to submittal by clicking **Detail** under Attendance.



B Click **Submit** on the row which corresponds to the service week you would like to submit.

| Submit | Recall | Note | Cycle Start | Cycle End | County | Unsubmitted | Submitted | Exceptions |
|------------------------------------------------------------------------------------------|--------|------|-------------|------------|--------|-------------|-----------|------------|
| Submit  | Recall | Note | 10/1/2021 | 10/31/2021 | Ruth | 4 | 0 | Exceptions |
| Submit | Recall | Note | 9/1/2021 | 9/30/2021 | Ruth | 4 | 0 | Exceptions |
| Submit | Recall | Note | 8/1/2021 | 8/31/2021 | Ruth | 4 | 0 | Exceptions |

If a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the Provider needs to correct prior to submittal (refer to *KinderConnect – Correct Incomplete Attendance QRC* for more details).

C Click the **Submit** checkboxes next to the children for whom you would like to submit attendance. You can select all children by clicking the **Submit** checkbox in the title bar (click again to deselect).

| Submit | Correct | Child Name | Hours | Absences | Payment Note | Invoices | Returned By | Returned On | Attendance |
|-------------------------------------|---------|-----------------|-------|----------|--------------|-------------------------------------------------------------------------------------|-------------|-------------|------------|
| <input checked="" type="checkbox"/> | | Corbett, Becky | 27:00 | 0 | Add Note |  | | | Attendance |
| <input type="checkbox"/> | | Corbett, Cassie | 37:35 | 0 | Add Note |  | | | Attendance |

D Press **Save**.

E Review the terms and conditions and click on the check box if you agree. Press **Submit Attendance**.

Attendance Submittal

1. By submitting this attendance, I confirm that it is complete, true and accurate.
2. I will be responsible for any false, incomplete, misleading or erroneous information submitted.
3. I acknowledge that I will be responsible for full reimbursement of any overpayments that result from the submission of false, incomplete, misleading or erroneous information.
4. I understand and acknowledge that I may be prosecuted under any applicable Federal and State laws for submitting any false claims, statements, documents or for the concealment of material facts.

 I agree with the above terms and conditions