

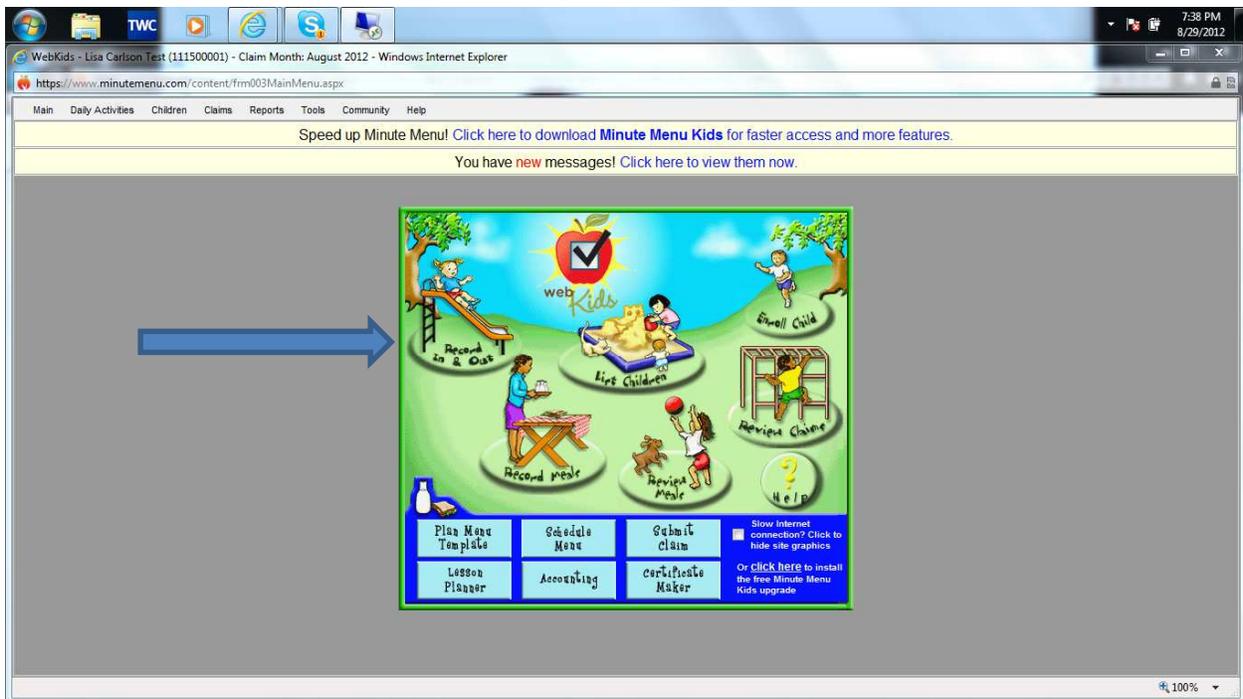
Attendance Procedure

Per the federal regulations, all providers participating in the food program, must record child attendance on a daily basis in addition to taking meal counts after each meal and snack served. Attendance records will be reviewed by monitors during home visits to make sure they are up to date and to complete the 5 day reconciliation. Attendance must be documented by the end of each day, and cannot be completed ahead of time.

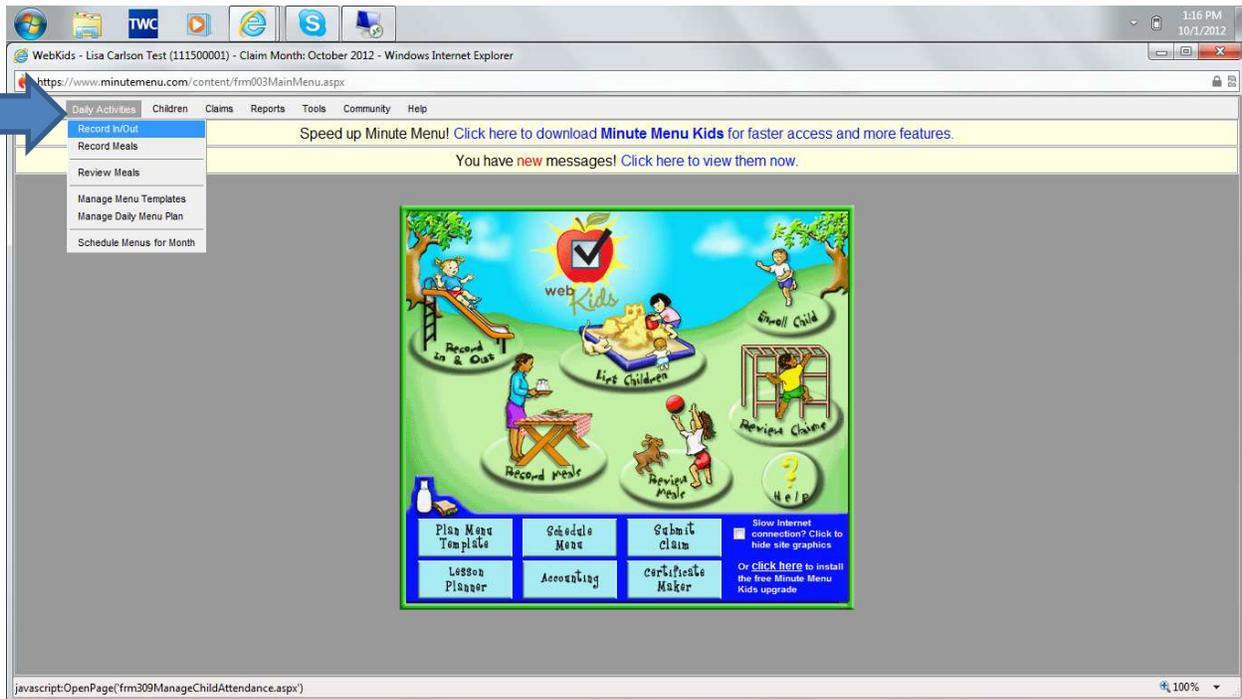
WEB CLAIMERS

Provider Responsibility

Providers will go to the icon on the home page of WebKids. Click on **Record In and Out**



Or Provider can go to **Daily Activities- Record In/Out** on the menu bar.



The provider will select the date and record the time the child arrived and departed for the day. There is an option to include up to 3 in and out times, for children who may come and go throughout the day.

All children must be recorded, including children who are not participating, but enrolled and children who are pending.

Click **Save** and attendance for the day is recorded.

If the provider cannot access the computer during child care hours, there is an option to print the **Daily Meal Worksheet**, this is the same form used for meal counts, this can be used to record in/out times manually until the provider can enter them in to WebKids. Attendance must be entered in to WebKids at some point in the claim month.

Attendance does not need to be turned in monthly when claim is submitted; however must be available for review when a monitor conducts a home visit. Attendance records are electronically stored in the Minute Menu system and can be accessed at any time. Attendance must be kept for 3 years plus the current year, just as all other food program paperwork. Food program monitors, state department of education consultants, and/or USDA representatives may ask to view records from previous months/years during home visits, at any time. Failure to keep these records could be cause for disallowances and/or corrective action.

Meal counts are taken after each meal and snack are served. Meal counts are different from attendance counts; even though Minute Menu lists "Attend 1" above the box you check when you are recording the

children who ate a particular meal or snack. To record meal counts, you go to **Record Meals** either under **Daily Activities** on the tool bar or on the picture icon on your home page.

