



Office of Early Childhood &
Out-of-School Learning

Pay by Enrollment is LIVE

What to Do Now

July 2024

Hosted by SPARK Learning Lab

Today's Webinar

- Logging on to I-LEAD and Registering Banking
- Setting up Your Data Entry Method
- Viewing Voucher Information for your Program
- Logging Children's Absences and Off Days
- Logging Provider Closures
- Transition Timeline and Important Steps
- What to do BEFORE switching to PBE
- Live Office Hours and Additional Supports



What Does Pay by Enrollment Mean for You?

No POS Machines

No Need for Landline Phone System

No Swipe Cards

No Personal Days to Track

No Missed Swipes or Counting Hours

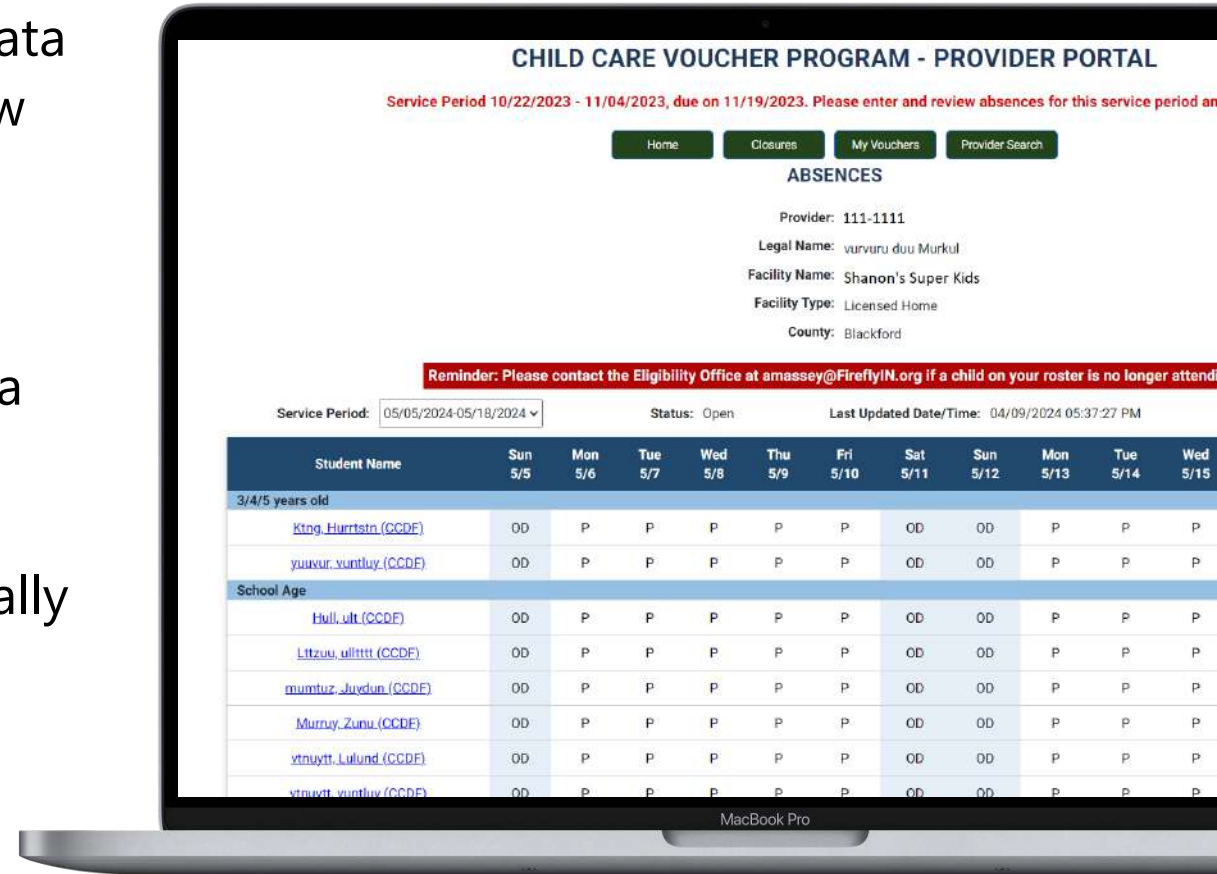
No Worrying about Payments

No Action Required by a Family to Get Paid



How to Submit Attendance with PBE

- Use the new provider portal (PPP) to enter and manage children's absences and off days, provider paid and non-paid closures, and view voucher and past absence data for the children on your roster. The portal is also how you will connect to Tyler Technologies/RFS, OECOSL's new payment vendor.
- You may also submit attendance data through a data bridge connection if you are using one of the state-preferred CCMS vendors. With this connection, attendance data for voucher children will automatically be transmitted to the portal.



Logging into the Provider Portal

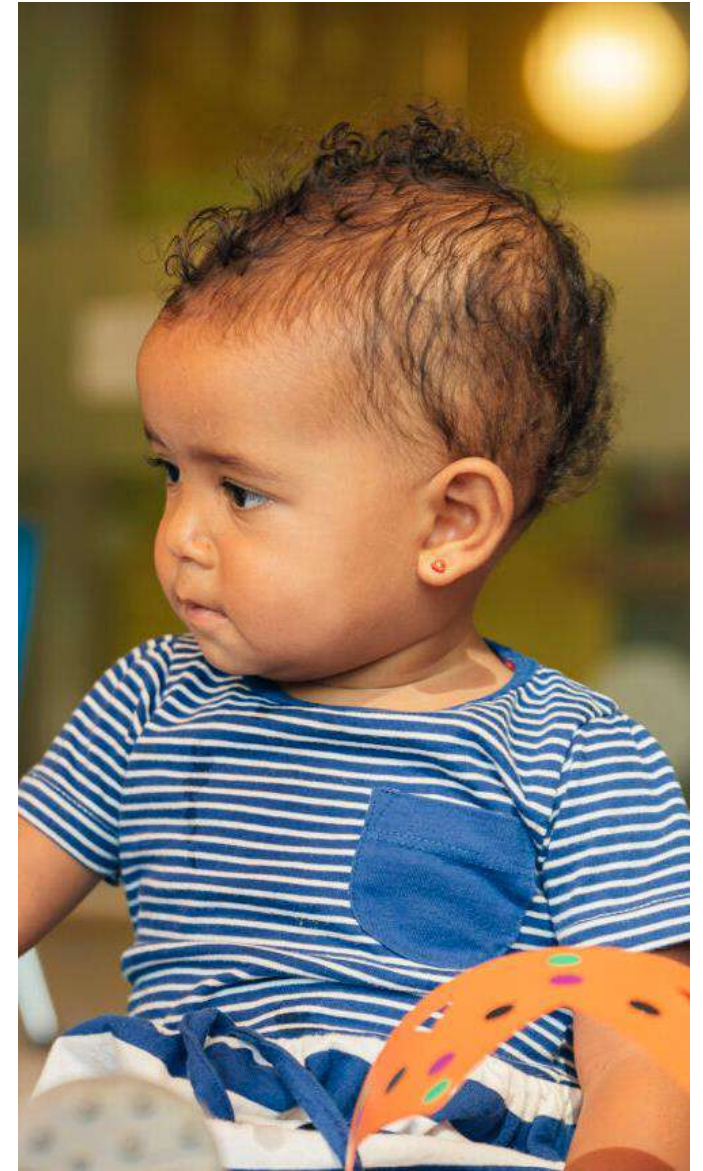
- Providers/Program Administrators will log into I-LEAD and click on the button labeled "Attendance and Voucher Info." This will take you to the home page of the new provider portal.
- This button should be available to all programs starting on July 15th.

The screenshot shows the I-LEAD Childcare Home Dashboard. The header includes the IN.gov logo and the I-LEAD logo. Below the header, the page title is "Childcare I-LEAD Home / Dashboard". The dashboard is divided into several sections:

- Connect to Indiana Learning Paths:** High-quality early learning experiences begin with your professional development. Indiana Learning Paths connects you with webinars, interactive learning sessions and other learning opportunities that align with licensing and Paths to QUALITY. Indiana Learning Paths is brought to you by Early Care and Education Partners. Button: [Start Your Indiana Learning Path](#)
- Connect to My SPARK Learning Lab:** Get connected with SPARK Learning Lab! My SPARK Learning Lab provides early education and care programs the ability to complete the Indiana Self-Assessment Tool (I-SAT), a program-level assessment to help program leaders identify areas of growth, and access to SPARK's knowledge center which includes tools, job aids and resources. Need help? Engage with the SPARK Support Team here. Button: [My SPARK Learning Lab](#)
- Opportunities Portal:** Manage Office of Early Childhood and Out-of-School Learning grant applications, reports, Child Care Expansion Grants Applications, and Child Care Worker Application Referral. Button: [Launch the Opportunities Portal](#)
- Connect to Indiana Educator Job Board:** Indiana's Statewide Educator Job Board helps early learning and out-of-school time programs hire high-quality educators and staff. With this free resource, providers can post open jobs and connect with a large pool of viable candidates. To access your account or sign up, click the **Access the Job Board** button below. Button: [Access the Job Board](#)
- Log Attendance and View Vouchers:** Reporting attendance and monitoring active or upcoming vouchers are important responsibilities that you have as a child care provider. Regular attendance reporting for children receiving vouchers is required to receive timely payments. Please click here to submit attendance at least every two weeks. Button: [Attendance and Voucher Info](#)

Provider Portal Homepage

- All Program Administrators with access to I-LEAD will also have access to the PPP portal to enter attendance and closures.
- If you need to add additional Program Admins, have them create an Access Indiana account first. Then programs can add them in I-LEAD and send an invite to link to their program.
- [Access Indiana - Home | IN.gov](https://www.in.gov/accessindiana/)



Screenshot of the Provider Portal Home Page



CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

One or more of the Providers need to submit a Service Period for Payment.

ABSENCES

Record the Absences for the children on the provider roster.

CLOSURE DAYS

Enter the Closure Days for the provider.

PAYMENTS

Register with the payment vendor, Tyler Technologies, and enter or update your banking information to setup and receive your payments. After registration, login here to see a history of payments and payment details

DATA ENTRY SETUP

Use this link to specify how you will enter your Absence and Closure data into PPP.



Registering Banking Information for Payment



- One of the **most** critical action items to complete in the new system is to register with the payment vendor and input your banking information.
- Banking information **will not** be transferred from Conduent to the new system.
- Banking info will need to be entered into the new system by August 10.
- **ONLY** one (1) Program Admin will have access to RFS/Tyler Technologies to register or update banking information.

Setting up your Data Entry Method

- All programs will be set up to enter their absences in the provider portal (PPP) by default and are required to use the portal for their first attendance submission.
- Starting with the **second** service period, programs may choose to use a state preferred CCMS to send attendance (this is not required but would save time not having to duplicate attendance entry).
- **Important:** Any change in selection for data entry method, must be done for a future date and at the start of a service period. You cannot change in the middle of a service period or for a past service period.



Choosing your Data Entry Method



- Use the drop-down arrow to select a site if you have more than one.
 - Under entry application- select either PPP (provider portal) or one of the three state preferred CCMS vendors available to use a data bridge to send attendance data.
 - Select your CCMS vendor then select a date to start from the next drop down.
 - Finally, hit Save to save your entry.
- If you make a mistake, you can just select the values again and change to a different vendor or change back to submission on PPP.



Viewing Vouchers

The Absence screen is also where you can view information about the vouchers assigned to your program.

There are two ways to view voucher information:

1. Select a child's name to see voucher information for that child specifically. You can sort this information by any of the column headers.
2. Select the "My Vouchers" button at the top of the page to see all vouchers assigned to your program. This screen will bring up all the vouchers for the program. You can sort this information by any of the column headers.



Screenshot from Voucher Page

[Home](#) [Closures](#) [Absences](#) [Back](#)

MY VOUCHERS

Provider: EX99999

Legal Name: Juddtru Flumtng

Facility Name: Shanon's Super Kids

Facility Type: Licensed Home

County: LaPorte

Voucher Type: All Vouchers

Select from the list above to show all vouchers or filter by a voucher type and then click search to display the results.

Parent Name	Child Name	Voucher #	Voucher Begin Date	Voucher End Date	Days Absent	Voucher Type
vlukuly, Tumushtu	vlukuly_rurl	10007933	07/30/2023	08/03/2024	0	Active CCDF
rtultur, Dunu	dtrtrklund_Khutzu	10265687	03/24/2024	08/03/2024	0	Active CCDF
rtultur, Dunu	dtrtrklund_Khutzu	9670375	04/09/2023	07/29/2023	0	Other CCDF
rtultur, Dunu	dtrtrklund_Khutzu	9916279	07/30/2023	03/23/2024	0	Other CCDF
rtultur, Dunu	dtrtrklund_uultyuh	10265718	05/26/2024	08/10/2024	0	Active CCDF
rtultur, Dunu	dtrtrklund_uultyuh	9670378	04/09/2023	07/29/2023	0	Other CCDF
rtultur, Dunu	dtrtrklund_uultyuh	9916280	07/30/2023	03/16/2024	0	Other CCDF
rtultur, Dunu	dtrtrklund_uultyuh	9916281	03/17/2024	03/23/2024	0	Other CCDF
rtultur, Dunu	dtrtrklund_uultyuh	10265715	03/24/2024	03/30/2024	0	Other CCDF
rtultur, Dunu	dtrtrklund_uultyuh	10265716	03/31/2024	04/06/2024	0	Other CCDF



Selecting a Service Period for Submission



- Select the weeks you wish to work on or view from the drop-down menu next to the service period.
- **If a service period is due or past due, you will receive a red informational message at the top of your screen.**
- Service periods are two weeks long and always begin on a Sunday and end on a Saturday.
- **You will receive a daily reminder starting 5 days before the submission date and until submitted.**

Children's Attendance Codes in the New Portal

P = Present. The default setting for Monday-Friday. This is used when a child attended any amount of time during a given day. If any child is not present, providers will need to update this to reflect Absent or Off Day before submitting their attendance record.

AB = Absent. Absent should be used when a child is regularly scheduled to attend but was not in attendance at all on a given date (pre-planned or not) for a child's vacations, sick days, emergencies, etc. Children are allowed up to 45 absence days, across all providers they attend, per enrollment year. Providers will still be paid for absences until a child reaches 45 days.

OD = Off Day. Off Days should be used when the provider does not operate, or the child is not regularly scheduled to attend on this day (for example, the child only attends Mon-Thurs, then Fri would be on Off Day). These days are paid and do not count against the child's excessive absence total. **Full-time children (attending 5 days per week) will never use Off Days (unless the provider is not operating).**

Entering Children's Absences and Off Days

- To change a child's attendance status, simply click/tap in the cell to change the value. Each time you click/tap the cell, the value will cycle through P → AB → OD and then back to P. Update the attendance for each day and each child as needed.
- **Please note:** If you have chosen to use a CCMS vendor for your attendance submissions, the attendance screen and roster on the absences page will become read-only starting with the service period you selected.
- If you see any weeks that are grayed out, it means the child's vouchers either have not yet started in that week or the vouchers ended in the previous week. No changes can be made to these weeks.



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Screenshot of Absences Page

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Service Period 06/02/2024 - 06/15/2024, due on 06/29/2024. Please enter and review absences for this service period and submit.

- Home
- Closures
- My Vouchers

ABSENCES

Provider: EX9999

Legal Name: Juddtru Flumtng

Facility Name: Shanon's Super Kids

Facility Type: Licensed Home

County: LaPorte

Reminder: Please contact the Eligibility Office at ccdfvouchers@fireflyin.org if a child on your roster is no longer attending.

Service Period: 06/16/2024-06/29/2024

Status: Open

Last Updated Date/Time: 05/03/2024 02:55:14 PM

Submission Date/Time:

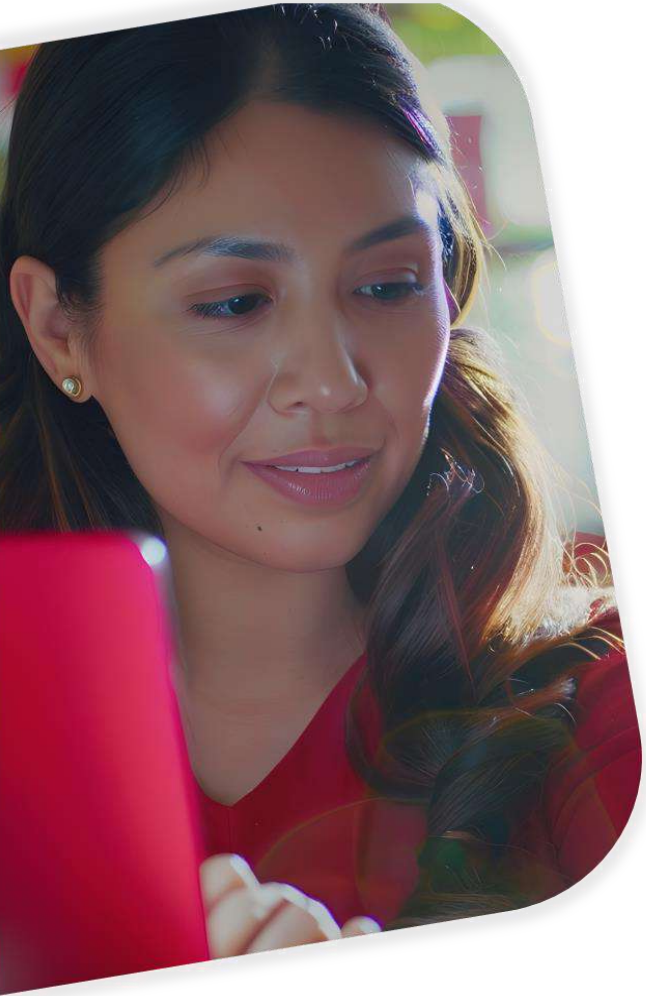
Student Name	Sun 6/16	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Fri 6/21	Sat 6/22	Sun 6/23	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29
3/4/5 years old														
dtrtrklund, Khutzu (CCDF)	OD	P	P	P	P	P	OD	OD	PC	PC	PC	PC	PC	OD
Htunz-Mudduy, uslun (CCDF)	OD	P	AB	P	P	P	OD	OD	PC	PC	PC	PC	PC	OD
Huuth, Zuyn (CCDF)	OD	P	P	OD	P	P	P	OD	PC	PC	PC	PC	PC	OD
School Age														
dtrtrklund, wultyuh (CCDF)	OD	P	P	P	P	P	OD	OD	PC	PC	PC	PC	PC	OD
Htunz-Mudduy, uhtu (CCDF)	OD	P	P	P	OD	P	OD	OD	PC	PC	PC	PC	PC	OD
Hurt, yrtun (CCDF)	OD	P	P	P	P	P	OD							
Hurt, vyrtn (CCDF)	OD	P	P	P	P	P	OD							
Huuth, Duun (CCDF)	OD	P	P	P	P	P	OD	OD	PC	PC	PC	PC	PC	OD



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Important Notes about Submissions



- You have two weeks to submit attendance after the end of a service period.
- The submit button will only appear once a service period ends (i.e., you cannot submit absences on a Thursday if the service period ends the following Saturday).
- Once submitted, the information will be locked and can no longer be changed. **It is VERY important that you check everything for accuracy before submitting.**

Missing Submissions



- If you miss a submission date, you will be paid for one service period automatically. You will still be required to submit the correct information for that service period before you can submit the next service period.
- Service periods must be submitted in order.
- **You will not be paid if you miss two submission dates in a row until you have submitted all missing attendance.**

Entering Closures

- Providers can enter, change or delete closure dates in the past if that service period has not yet been submitted.
- Once the service period is submitted, it is locked, and you cannot make any changes.
- You can also enter future dates for the current calendar year and the first quarter of the following year. In this case, we can enter dates in 2024 and through the end of March in 2025.



Provider Closure Codes in the New Portal

PC = Paid Closure. Providers get 11 Paid Closure Days per calendar year which can be used for provider Vacations, Sick Days, Inclement Weather Days, Emergency Closures, Staff In-Service, or Holidays. **Providers will need to enter 5 Paid Closures if they are closed for the entire week.**

NP = Non-Paid Closure. Providers would use non-paid closures for any day the program would normally be open, but no children were in attendance AND the provider was open and operating the rest of the week. Providers will still be paid full-time for that week.

NOTE: Providers will not be paid for weeks when ONLY Non-Paid Closures are entered. This would only be used for weeks when a provider is not operating, and choose not to use a Paid Closure, or has already exhausted all their Paid Closures.

Notes about Closure Dates



- All providers will start with 11 paid closures in the new system for the 2024 calendar year.
- **You will have to re-enter any days entered in the EPPIC system to be used after July 15 – they will not roll over to the new system.**
- Each Jan. 1, you will receive 11 paid closure days to be used that calendar year.
- Unused days do not roll over to the next calendar year.

Importance of Attendance

Please emphasize the importance of regular attendance to voucher families.

- Children should be expected to attend their program full-time, unless they are out for illness, vacations, or emergencies. Providers are holding a full-time spot for that child.

Benefits to children and families:

- Children's learning and development grows through consistency.
- Children's social and emotional growth is enhanced.
- Children are more prepared for school.

Benefits to programs:

- Programs are better able to prepare lesson plans and get supplies.
- Programs are better able to plan menus for the week.
- Programs can ensure they are properly staffed each day.



Excessive Absence Policy

- Absences will be tracked against an excessive absence policy that states if a child reaches 45 absences within an enrollment year across all providers they attend, their vouchers will be terminated. Families will have to wait 90 days to re-apply for a child that was terminated due to excessive absences.
- Letters will be issued to families and providers after children miss 10, 20, 30 and 40 days and information will be available in the provider and parent portals. Outreach will be offered to help families who have children that are missing a lot of days.



Screenshot from the Parent Portal of Absences

CHILD CARE VOUCHER PROGRAM - PARENT PORTAL

Home

Link Case

View Vouchers

VIEW ABSENCES

Once you have linked your Child Care case(s), you are able to review child care absences for a specific child at a specific provider.

An absence at any provider will count as one (1) absence toward the excessive absence policy.

Absence Summary

Case #:	337853-2	Child Name:	Kunztu Jtnud	Anniversary Date:	02/04/2024	Absences:	3
Case #:	337853-2	Child Name:	Mtntul Jtnud	Anniversary Date:	02/04/2024	Absences:	0
Case #:	349007-2	Child Name:	Mudulyn Rudzrzyndkt	Anniversary Date:	11/05/2023	Absences:	0
Case #:	352588-1	Child Name:	Muyu ugnuy	Anniversary Date:	11/05/2023	Absences:	30

Warning: 15 absences remaining through 11/05/2023

Case #	Child Name	Child DOB	Provider	Voucher Begin Date	Voucher End Date	Funding Source	Date Absent ↑
337853-2	Kunztu Jtnud	05/28/2019	KinderCare Learning Center	06/09/2024	08/03/2024	CCDF	
337853-2	Kunztu Jtnud	05/28/2019	KinderCare Learning Center	02/04/2024	06/08/2024	OMW Regular	02/06/2024
337853-2	Kunztu Jtnud	05/28/2019	KinderCare Learning Center	02/04/2024	06/08/2024	OMW Regular	02/07/2024
337853-2	Kunztu Jtnud	05/28/2019	KinderCare Learning Center	02/04/2024	06/08/2024	OMW Regular	02/08/2024



Important Vouchers Notes



- Vouchers should only be assigned when there is an opening at the program and child is scheduled to attend.
- If a child will be out for an extended period of more than two weeks (i.e., summer break), vouchers need to be modified to show a gap where no payment is made.
- If a child no longer attends a program, or enrolls but never attends, providers **MUST** contact their local eligibility office to update their roster within five (5) business days to avoid an overpayment.



Auditing

- Providers are still required to keep their back-up attendance method (e.g., CCMS, electronic tracking, paper attendance) for licensing and auditing purposes for three (3) years.
- Auditors for the state will monitor attendance data submitted through the new provider portal and look for discrepancies.
- For example: Providers who do not report ANY absences for ANY children or children who are absent for months at a time or only attending occasionally.



What Stays the Same for Families:

The Application Process (Online at Early Ed Connect)

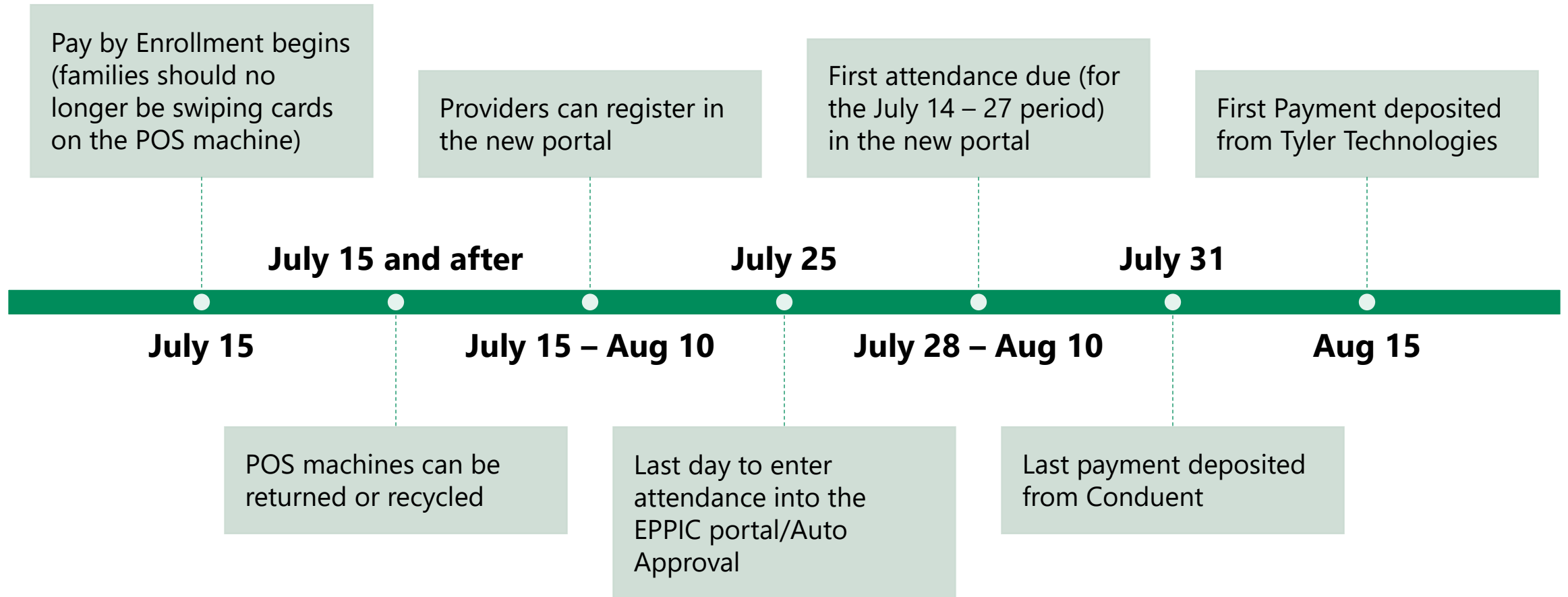
The Open Enrollment Process

Provider Changes (must be submitted by Thurs at noon)

Case Updates (Address, Phone Number, Service Need, Household)

Reauthorization Process (within 30 days prior)

Transition Timeline: Important Dates



What to Do Before Pay by Enrollment Begins



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#1: Address Late Attendance in EPPIC



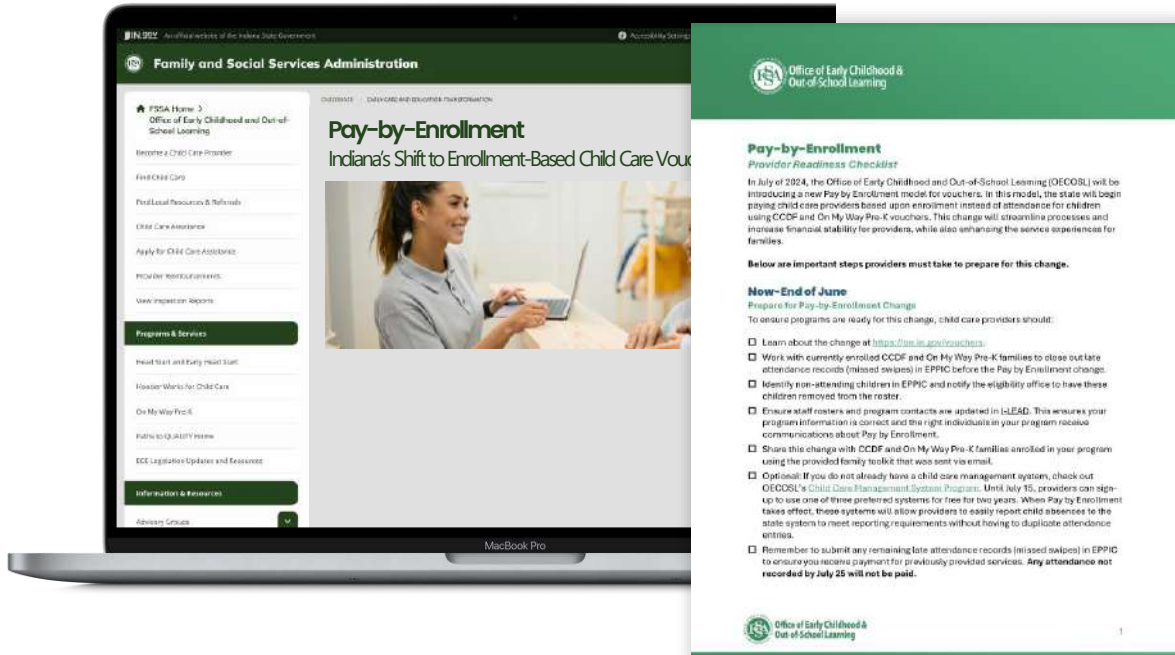
- Providers should work with currently enrolled CCDF and On My Way Pre-K families to close out late attendance records (missed swipes) in EPPIC.
- On July 25, any late attendance entered that has not yet been approved (including Personwill be automatically approved in the EPPIC system. Providers will be paid for these dates. Final payment from Conduent will be July 31st.
- **Any attendance not recorded by July 25 will not be paid.**

#2: Update Program Rosters

- Identify non-attending children in EPPIC and notify the eligibility office to have these children removed from the roster.
- Ensure Program Admin contacts are updated in [I-LEAD](#) so the correct individuals in your program receive important communications from the state, including pay-by-enrollment updates.



Next Steps for Providers:



- Visit on.in.gov/vouchers to learn more about this change and access helpful resources and frequently asked questions.
- Review [the provider checklist](#) to make sure all PBE tasks are completed.

Sign up for the Monday Must Know Newsletter to stay updated on everything happening at OECOSL:

[Stay Connected To OECOSL](#)

Live Office Hours

OECOSL and SPARK will be offering live office hours on the following dates and times. These are the first two weeks when attendance will be submitted. Please join us if you have any questions.

- Tuesday, July 30: 1pm-2:30pm ET
- Thursday, August 1: 7pm-8:30pm ET
- Monday, August 5: 6pm-7:30pm ET
- Wednesday, August 7: 1pm-2:30pm ET



Register for a webinar session at indianaspark.com/pay-by-enrollment/

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Find Support



For all general questions, contact the SPARK Help Desk [online](#) or at [800-299-1627](tel:800-299-1627).



Visit the Pay by Enrollment [webpage](#) for more information and FAQs.



For support with late attendance or missing payments, contact your [Policy Consultant](#).



To clean up your roster, contact your [Eligibility Office](#).





Thank you for your time and participation today. Please email paymentquestions@fssa.in.gov with any questions.

