

Child Care Attendance Automation System



You should receive an attendance card in the mail to use to report attendance for your children. If you have not received a card, please contact Child Care Services at:

(325) 795-4200 • (800) 457-5633

Email - ccs@workforcesystem.org

Instructions for using Attendance Card:

1. **Activate your card:**

- You must activate your card and select a 4-digit PIN to use with your card. To select your PIN, you will need:
 - The card number printed on the front of your card; and
 - The cardholder's date of birth

2. **Keep your PIN safe:**

- Memorize your PIN, do not write it on your card, and do not give PIN to anyone

3. **Reporting Attendance:**

-Child Care centers:

- 1st: Swipe your card
- 2nd: Key in your PIN
- 3rd: Choose attendance type (check in, check out, previous check in, or previous check out)
- 4th: Key in the Child Number
- 5th: Press Enter
- 6th: Repeat for the next child. If finished, press Enter again.

-Child Care Homes/Relative Care:

- 1st: Call (888) 960-6496 from your provider's phone
- 2nd: Enter your card number using the key pad on the phone
- 3rd: Enter your PIN
- 4th: Follow the instructions on the phone

4. **Reporting Absences:**

- Call (866) 960-6496 to report absences
- Absences may be reported from any phone at any time

5. **Problems using your card?**

- Card is not working OR forgot your pin: Call customer service at (866) 960-6496
- System says your child is not authorized for care: Call Child Care Services at (325) 795-4283 or (800) 542-4045



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