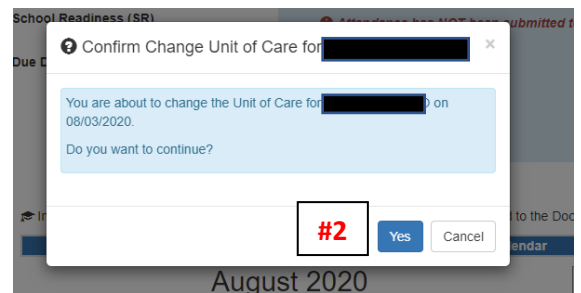


Quick Guide to PT to FT Flip

- 1) Select the school age child
 - a. Click on the FT / PT unit of care
- 2) You will get a pop-up box confirming you want to change the Unit of Care for the child.
 - a. Click yes
- 3) You will get another pop-up box to change the Unit of Care
 - a. Click the arrow to dropdown the selection box.
 - b. For a School Age child that is attending FT you will want to select FT: Full Time: Greater or equal to 6 hours and less than 11 hours
- 4) Click Save

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	#1	28	29	30	31	1
	4	5	6	7	8	
	FT	FT	X	X	X	*
9	10	11	12	13	14	15
*	X	X	X	X	X	*
	FT	FT	FT	FT	FT	
16	17	18	19	20	21	22
*	X	X	X	X	X	*
	FT	FT	FT	FT	FT	
23	24	25	26	27	28	29
*	X	X				
	PT	PT				
30	31	1	2	3	4	5



- Steps 1-4 will need to be completed for every school age child for every day that is eligible for full time care.
- Starting with September attendance you will see a schedule note on those children you have reported to the ELC that will be attending your site full time and not attending a brick and mortar school. See example. (This is how we will verify the changes on your attendance.)

EXAMPLE

Child's Current Information	
Name	[redacted]
DOB	10/29/2014 Age 5
Copay	\$0.45 BGrp BG8
Status	⚠ Pending Family Acceptance
Monthly Attendance Summary	
Anticipated Start Date	8/24/2020
Days Absent	0
Days Present	2
Reimbursed Holidays	0
Non-Reimbursable Days	0
RWA	No
Schedule Note	N/A
Reject Reason	N/A
Reject Comment	N/A

