How to Certify Enrollment and View Payments

Child Care Assistance Provider

- The Child Care Assistance Program provides payments based on enrollment. Each month providers must "certify" enrollment.

What does it mean to certify enrollment?

This is stating a child plans to be enrolled in your care for a particular month.

When can I complete this?

Starting the 20th of each month you can certify for the following month.

For example: On October 20th you can certify that a child plans to be in your care for the month of November. Payment for that child will be made at the beginning of November.

- In the Certification for Current/Past Months section of your SSP Dashboard, click "Not Certified" for the month you are certifying for.

- For each child in your care, click the circle under status and enter the amount you are billing for.
- When you are finished, click "Certify."

- You will be returned to the Dashboard, where you will see that the month has been certified for.
  - **Note:** If you did not certify each child in your care, you will see "Partially Certified" as the status. Children that have an amount entered will still be processed even though the month shows partially certified.
- To view the details of the certification, click "View Certification" in the Certification & Payment Activity Section.

- To edit a previously submitted certification, click on "Certified."
- Make the changes needed, then click "Certify" to save.

- To edit a certification that has been paid make the changes needed and enter a reason for the update, then click "Update."
- Click "Certify" to save.

- To view payment history click "View Certification and Payment Activity."

- Click "View Payment" for the service month you are looking for.
- A dropdown will appear with payment details.