

**User Guide – Provider Access  
Online Reimbursement Submission (ORS)  
Child Care Assistance & Referral**



**Child Care Assistance and Referral  
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# 1. Provider Access Log In Screen

To Log-in to Provider access enter your following details (Refer Figure 1- Log in Page):

1. Enter your Email id (Registered with Fairfax).
2. Enter Password (Temporary password sent on providers registered email address).
3. Click on **Log in** Button.

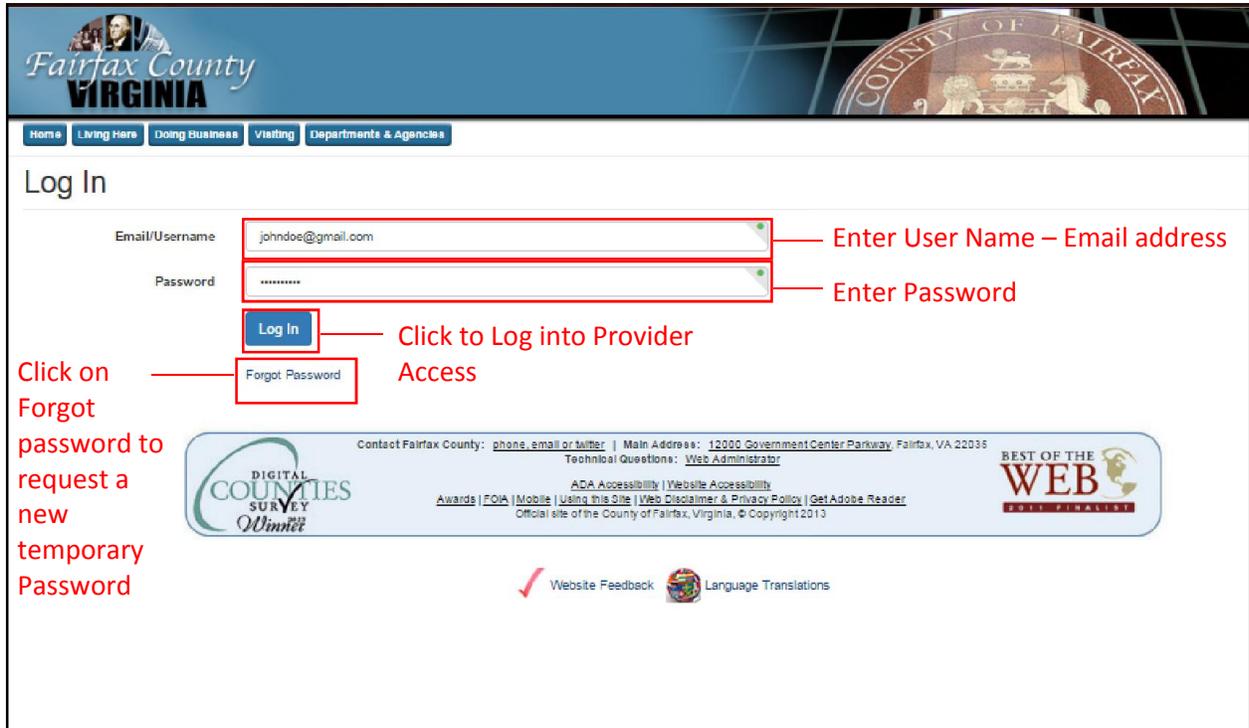


Figure 1- Log in Page

On Successful login, the user will be re-directed to the Provider Access Home Page to all the features of the portal.

## 2. Change Password

The User can their change password in the following ways:

1. When a user requests for a new password using the 'forgot password' option(Refer [Figure 1- Log in Page](#))
2. When the user logs in to Provider Access for the first time (Refer [Figure 3 - Change password \(Initial Log in\)](#)).
3. Clicking on the '**Change Password**' button on the top right corner.(Refer [Figure 4 - Change password](#))

### 2.1 Forgot Password

The 'Forgot Password' page allows for resetting the password and sending a new temporary password to the user incase the user forgets his/her password (Refer [Figure 2- Forgot Password](#)).

1. Provider needs to enter their user name and click on the **Send New Password** button.
2. System will generate a new temporary password and send it out to the registered email id of the respective username.
3. User can then type in their user name and the new generated password on the log in screen (Refer [Figure 1- Log in Page](#))

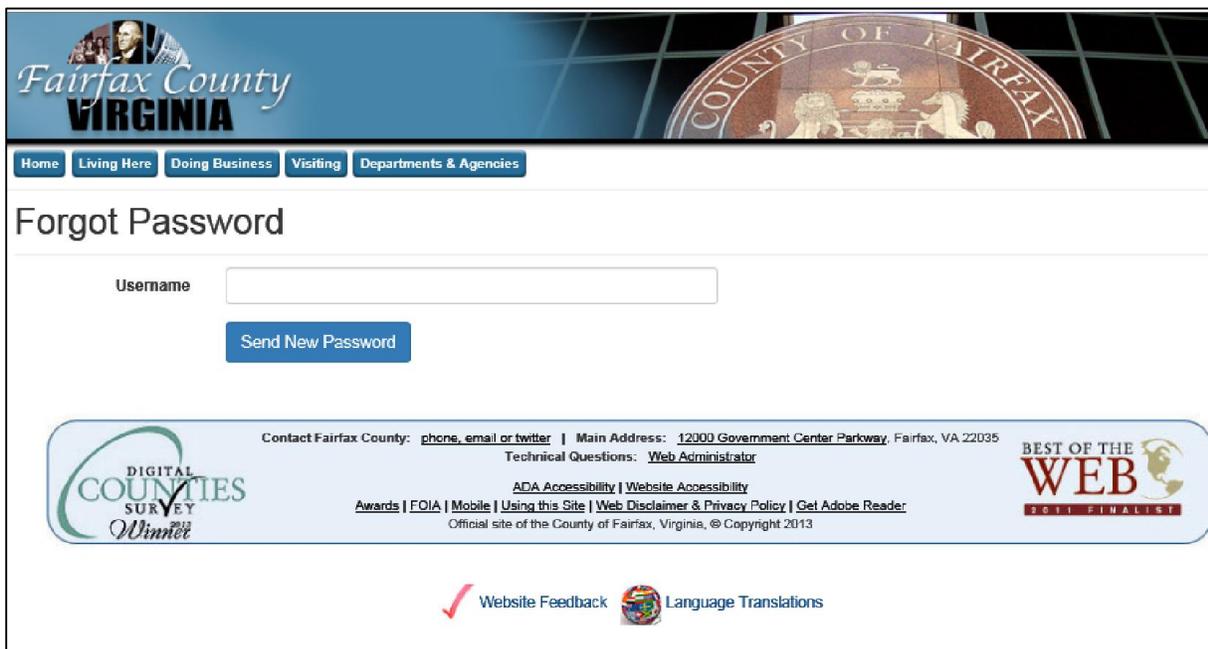


Figure 2- Forgot Password

**Note: If the provider fails to remember their respective username, please contact Fairfax Office for Children.**

**Website for contact details:**

**Click here: [Fairfax Office for Children website](#)**

## 2.2 Change Password on Initial Log In

On entering the Provider access for the first time, a change password message box will be displayed (Refer [Figure 3 - Change password \(Initial Log in\)](#)):

1. Enter the Password credentials (Refer [Table 1 - Password Credentials](#))
2. Click on the **Change Password** button to save your new password

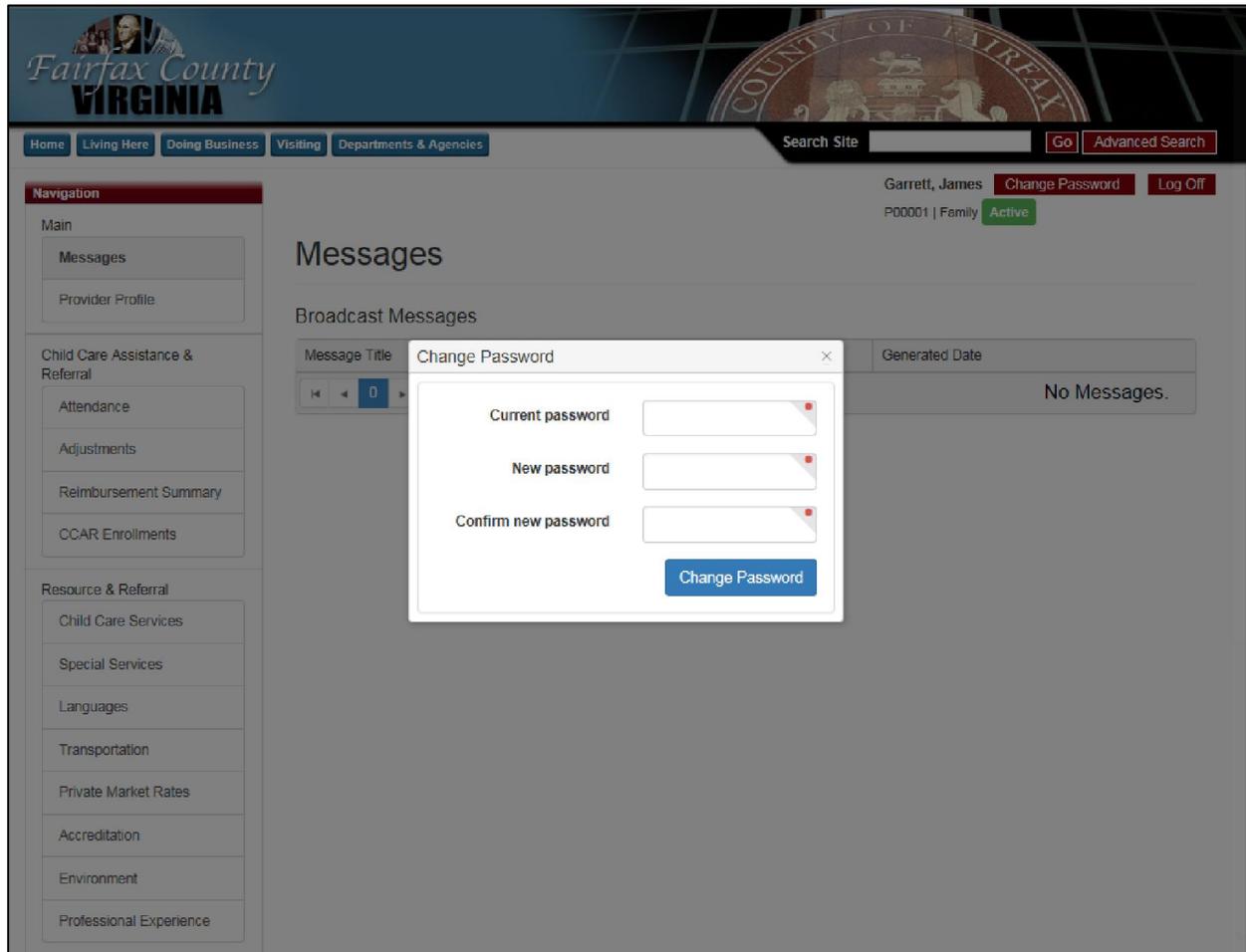


Figure 3 - Change password (Initial Log in)

Label	Description
Current password (Initial Login)	This is the system generated password provided to the provider via email from Fairfax County Office for Children
New password	This is the new password provider needs to enter
Confirm new password	Type in the same password as the one typed in new password

Table 1 - Password Credentials

### 2.3 Change Password (By clicking on change password button)

1. To change the password click on the **Change Password** button on the top right corner.(Refer [Figure 4 - Change password](#))
2. After you click on **Change Password** button a message box for password credential will be displayed.(Refer [Figure 5- Password credential](#))
3. Enter the Password credentials (Refer [Table 2 Password Credential Regular User](#))
4. Click on **Change Password** button to save your new password.

Label	Description
Current password	Type in your Password for logging in to your provider access account
New password	This is the new password provider needs to enter
Confirm new password	Type in the same password as the one typed in new password

Table 2 Password Credential Regular User

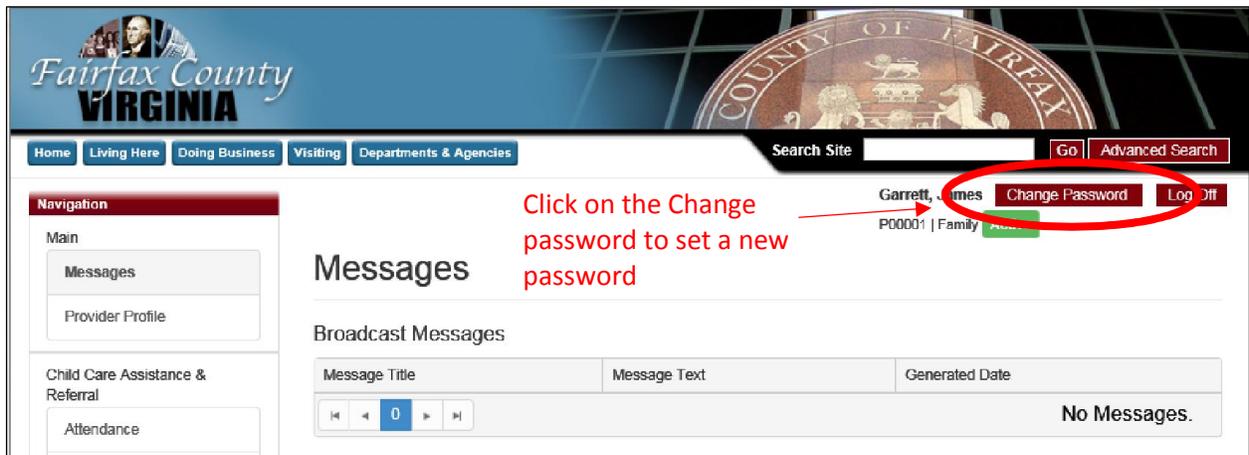


Figure 4 - Change password



Figure 5- Password credential

### 3. Provider Access page layout

The screenshot shows the Fairfax County Virginia Provider Access interface. The top navigation bar includes links for Home, Living Here, Doing Business, Visiting, and Departments & Agencies. A search bar is located on the right. The left sidebar contains a 'Navigation' menu with sections: Main (Messages, Provider Profile, Permit Status), Child Care Assistance & Referral (Attendance, Adjustments, Reimbursement Summary, CCAR Enrollments), Resource & Referral (Child Care Services, Special Services, Languages, Transportation, Private Market Rates, Accreditation, Environment, Professional Experience), and Additional (Links, Forms & Surveys, Training Summary, Contact CCAR, Contact Fairfax). The main content area displays 'Messages' and 'Broadcast Messages' with a table showing 'Message Title', 'Message Text', and 'Generated Date'. The top right section, enclosed in a red dashed box, shows provider information for 'Garrett, James' (P00001 | Family), with buttons for 'Change Password', 'Log Off', 'Active', and 'Permit: Issued'. Arrows point from text labels to these specific elements: 'Provider's name' to the name, 'Provider ID' to the ID, 'Provider Type' to the family type, 'Provider Status' to the 'Active' button, and 'Permit Status' to the 'Permit: Issued' button.

Figure 6 - Introduction - Provider Access

Provider Information	Description
<b>Provider ID</b>	Provided by Fairfax County Office For Children.
<b>Provider Type</b>	Shows if the provider is a Center/Family/In home Care/SACC.
<b>Provider Status</b>	Shows if the provider is Active/Inactive.
<b>Permit Status</b>	Shows if the provider has a permit Issued/Inactive/Expired/Denied/Moving.

Table 3 - Provider Information

## 4. Home Page – Messages

Home Page – Messages is the first screen provider will see when logged into Provider Access application. Messages screen is where the provider will be able to view all the messages which were sent out from Fairfax Office for Children. These messages will be (read-only) and the provider will not be able to reply from this application. To contact Fairfax County Office for Children (OFC) the provider needs to go to Contact us page and choose a way to contact (email/phone/mail) (Refer [Error! Reference source not found. Section](#)).

To view messages:

1. Log-in to Provider access (Refer [Error! Reference source not found.](#)).
2. Click on **Messages** Tab in the Left navigation menu.

Figure 7 - Messages

Messages received will have the following parameters

Column	Description
<b>Message Title</b>	Title for the message.
<b>Message Text</b>	This will have the message sent from Fairfax Office for Children.
<b>Generated Date</b>	This date will be the date this message was generated.

Table 4- Messages

## 5. Child Care Assistance and Referral (CCAR) Attendance Submissions

The Attendance page will show the listing of all the months of billing periods of the provider from the month on which the provider was issued a permit from the Fairfax County OFC. Billing periods will be listed with an appropriate statuses of the attendances with date on which attendance was submitted (Refer [Figure 8 - Attendance Main Page](#))

### 5.1 View Attendance

To view the attendance

1. Log-in to Provider access (Refer [Figure 1- Log in Page](#)).
2. Click on the **Attendance Tab** in the Navigation menu.
3. Update the necessary fields and click on **Update** button.
4. To cancel any changes for that child click on **Cancel** button.
5. To delete that child click on the **Delete** button.

Attendance

Click on a billing period to View/Edit attendance.

Billing Period	Received Date	Status	Children Submitted	Children Pending
February 2016		Attendance Pending	0	5
January 2016		Attendance Pending	0	5
December 2015		Attendance Pending	0	5
November 2015		Attendance Pending	0	5
October 2015		Attendance Pending	0	5
September 2015		Attendance Pending	0	5
August 2015		Attendance Pending	0	5
July 2015		Attendance Pending	0	5
June 2015		Attendance Pending	0	5
May 2015	2/5/2016 12:24 PM	Attendance Submitted	5	0

1 - 10 of 11 items

Attendance Due  
 Rejected Attendance

Attendance is displayed monthly. Click on month to submit/mark the attendance for that particular month.

The date and Time on which the attendance was submitted by the provider.

Figure 8 - Attendance Main Page

### 5.1.1 Attendance grid

Attendance grid displays the overall statuses of the attendances by month to the provider (Refer [Figure 8 - Attendance Main Page](#)).

Column Header	Description
<b>Billing Period</b>	This column lists all the month from the month in which provider's permit was made active.
<b>Received Date</b>	The date on which provider submitted the attendance and Fairfax County OFC received it
<b>Status</b>	Describes the status of the attendance for that month (Refer <a href="#">Table 6 - Statuses for attendance</a> )
<b>Children Submitted</b>	This column show the provider the number of children submitted for that month. If the attendance is rejected then the count of rejected child (ren) is displayed next to the attendance count submitted (Refer <a href="#">Figure 14- Rejected Attendance</a> ).
<b>Children Pending</b>	This column shows the number of children pending to be submitted for that month.

*Table 5 - Attendance Grid*

### 5.1.2 Statuses for attendance

Following is the table listing all the statuses in Provider Access for attendance and their descriptions.

Status	Description
<b>Attendance Pending</b>	The provider needs to submit the attendance (Refer <b>Case 1</b> in <a href="#">Figure 9 - Attendance Status</a> ).
<b>Attendance Submitted</b>	The provider submitted the attendance and it's going under process of verification from Fairfax County OFC (Refer <b>Case 2</b> in <a href="#">Figure 9 - Attendance Status</a> ).
<b>Attendance Rejected</b>	This status marks missing/invalid attendance and the provider needs to resubmit this attendance (Refer <b>Case 3</b> in <a href="#">Figure 9 - Attendance Status</a> ).
<b>Payment Processed</b>	The attendance has been approved and the payment has been processed. (Refer <b>Case 4</b> in <a href="#">Figure 9 - Attendance Status</a> ).

*Table 6 - Statuses for attendance*

# Attendance

Click on a billing period to View/Edit attendance.

Billing Period ▼	Received Date ▼	Status	Children Submitted	Children Pending
February 2016		Attendance Pending	0	5
January 2016		Attendance Pending ⚠	0	5
December 2015		Attendance Pending ⚠	0	5
November 2015		Attendance Pending ⚠	0	5
October 2015		Attendance Pending ⚠	0	5
September 2015		Attendance Pending ⚠	0	5
August 2015		Attendance Pending ⚠	0	5
July 2015		Attendance Rejected ⚠⚠	0	5
June 2015	2/9/2016 3:45 PM	Attendance Submitted	5	0
May 2015	2/9/2016 3:44 PM	Payment Processed	5	0
April 2015		Attendance Pending ⚠	0	5

1 - 11 of 11 items

- ⚠ Attendance Due
- ⚠ Rejected Attendance

Figure 9 - Attendance Status

## 5.2 Submit Pending Attendance

1. To mark the attendance for a specific month click on the desired month from the Attendance page (Refer [Figure 8 - Attendance Main Page](#)).
2. After clicking on the specific month a grid of all the children enrolled for that provider will be displayed (Refer [Figure 10- Attendance Details](#)).
3. This grid will be initially empty and will have the following attributes.

Column Header	Description
Child	Full Name of the child.
Details	Age (Care level).
Include button for each child	To include the attendance of a child for that month.
Notes	For including notes if any.
Days of the month	All the days for that month.

Table 7 - Attendance Details

Click to include the child to mark and submit attendance.

Click to save the attendance marked for the child included.

Click to go back to main attendance summary page.

Click to submit the attendance marked for the child.

Child	Details	Note	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08	12/09	12/10	12/11	12/12	12/13	12/14
			Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
CARR GRACE	SCHOOLAGE	Include														
OLBERT LUCY	SCHOOLAGE	Include														
RICHARDSON JOSEPH E	PRESCHOOL	Include														
WELLS JAMES J	PRESCHOOL	Include														
WOOD HARRY	SCHOOLAGE	Include														

Figure 10- Attendance Details

To mark the attendance for a child (ren)

1. Click on the **Include** button in front of the respective child name (Refer Figure 11- Mark attendance for a child ).  
**Note: Include button will be available initially.**
2. Mark the days that the child was present for the month.

Legend	Description
P	Present
A	Absent
H	Holiday (Holiday can be marked in the column which is highlighted in yellow)
C	Closed (This marks the Provider being closed for that day) To Mark closed click on the top row where the day is listed (Refer Figure 11- Mark attendance for a child)

3. Repeat the procedure for all the other children as necessary.

### Attendance Details

Billing Period: [September 2015](#)

Enter attendance for child(ren).

⚑=No Attendance 'P'=Present 'A'=Absent 'H'=Holiday 'C'=Closed  
Select 'Include' make child's attendance available. Click on '⚑' to cycle between '⚑', 'P' and 'A' for that child for that day. Click on the date in the header to change all attendance for that day to 'C'.

Child	Details	Note	09/01 Tue	09/02 Wed	09/03 Thu	09/04 Fri	09/05 Sat	09/06 Sun	09/07 Mon	09/08 Tue
CARR, GRACE H	INFANT P: 5 A: 1 (0)	<input type="text"/>	P	P	A	P	C	C	H	C
GILBERT, LUCY	PRESCHOOL <input type="button" value="Include"/>									
RICHARDSON, JOSEPH E	SCHOOL-AGE <input type="button" value="Include"/>									
WELLS, JAMES J	SCHOOL-AGE <input type="button" value="Include"/>									

**Click on the day to mark as closed** (points to 09/05 and 09/06)

**Click on the tab highlighted in yellow to mark holiday** (points to 09/07)

**Enter notes pertaining the child for your billing specialist to view when processing the attendance.** (points to Note field for CARR, GRACE H)

**Select 'P', 'A', or blank to mark attendance for each particular day for the child** (points to attendance cells for CARR, GRACE H)

**Click to save the attendance** (points to Save button)

**Click to go back to the attendance summary** (points to Back to Billing Periods button)

**Click to submit marked attendance** (points to Submit button)

Agreement:  
 By submitting this form, I certify that the information I have provided is complete and correct. I understand that this information is given in connection with the receipt of County funds; that employees of the OFC verify the information; and that anyone who knowingly and deliberately submits false information may be subject to prosecution for a felony under the Code of Virginia. I understand it is a Provider's obligation to report to OFC instances in which parents have not paid their assessed co-payment. Repayment - In addition to any criminal punishment, anyone who causes the Department of Family Services to make an improper vendor payment will be required to repay the amount of the improper payment as specified in a written repayment plan or as court ordered by a Judge.

Figure 11- Mark attendance for a child

4. Click on 'Save' button to save the progress (Refer Figure 12- Save the Attendance)

### Attendance Details

Billing Period: December 2015

Enter attendance for child(ren).

\*=No Attendance 'P'=Present 'A'=Absent 'H'=Holiday 'C'=Closed  
 Select 'Include' make child's attendance available. Click on "\*" to cycle between '-', 'P' and 'A' for that child for that day. Click on the date in the header to change all attendance for that day to 'C'.

Child	Details	Note	12/01 Tue	12/02 Wed	12/03 Thu	12/04 Fri	12/05 Sat	12/06 Sun	12/07 Mon	12/08 Tue	12/09 Wed	12/10 Thu	12/11 Fri	12/12 Sat	12/13 Sun	12/14 Mon
CARR, GRACE H	SCHOOL-AGE	P: 9 A: 2 (0)	P	P	P	P	-	-	A	A	P	P	P	-	-	-
GILBERT, LUCY	SCHOOL-AGE	P: 9 A: 0 (0)	P	P	P	P	-	-	P	P	P	P	P	-	-	-
RICHARDSON, JOSEPHE	PRESCHOOL	P: 9 A: 0 (0)	P	P	P	P	-	-	P	P	P	P	P	-	-	-
WELLS, JAMES J	PRESCHOOL	Include														
WOOD, HARRY	SCHOOL-AGE	Include														

Back to Billing Periods

Figure 12- Save the Attendance

5. Check the checkbox for agreement (**Note: Read the agreement carefully before clicking on the checkbox. If any doubts or concern about the agreement please contact Fairfax County OFC for clarification**) (Refer Figure 13 - Check the agreement box)

### Attendance Details

Billing Period: December 2015

Enter attendance for child(ren).

\*=No Attendance 'P'=Present 'A'=Absent 'H'=Holiday 'C'=Closed  
 Select 'Include' make child's attendance available. Click on "\*" to cycle between '-', 'P' and 'A' for that child for that day. Click on the date in the header to change all attendance for that day to 'C'.

Child	Details	Note	12/01 Tue	12/02 Wed	12/03 Thu	12/04 Fri	12/05 Sat	12/06 Sun	12/07 Mon	12/08 Tue	12/09 Wed	12/10 Thu	12/11 Fri	12/12 Sat	12/13 Sun	12/14 Mon
CARR, GRACE H	SCHOOL-AGE	P: 9 A: 2 (0)	P	P	P	P	-	-	A	A	P	P	P	-	-	-
GILBERT, LUCY	SCHOOL-AGE	P: 9 A: 0 (0)	P	P	P	P	-	-	P	P	P	P	P	-	-	-
RICHARDSON, JOSEPHE	PRESCHOOL	P: 9 A: 0 (0)	P	P	P	P	-	-	P	P	P	P	P	-	-	-
WELLS, JAMES J	PRESCHOOL	Include														
WOOD, HARRY	SCHOOL-AGE	Include														

Back to Billing Periods

Agreement :  
 By submitting this form, I certify that the information I have provided is complete and correct. I understand that this information is given in connection with the receipt of County funds; that employees of the OFC verify the information; and that anyone who knowingly and deliberately submits false information may be subject to prosecution for a felony under the Code of Virginia. I understand it is a Provider's obligation to report to OFC instances in which parents have not paid their assessed co-payment. Repayment - In addition to any criminal punishment, anyone who causes the Department of Family Services to make an improper vendor payment will be required to repay the amount of the improper payment as specified in a written repayment plan or as court ordered by a Judge.

Figure 13 - Check the agreement box

**Agreement:**

By submitting this form, I certify that the information I have provided is complete and correct. I understand that this information is given in connection with the receipt of County funds; that employees of the OFC verify the information; and that anyone who knowingly and deliberately submits false information may be subject to prosecution for a felony under the Code of Virginia. I understand it is a Provider’s obligation to report to OFC instances in which parents have not paid their assessed co-payment. Repayment - In addition to any criminal punishment, anyone who causes the Department of Family Services to make an improper vendor payment will be required to repay the amount of the improper payment as specified in a written repayment plan or as court ordered by a Judge.

6. Click on the ‘**Submit**’ button to submit the attendance.

## 6. Re-Submit Rejected Attendance

1. To resubmit the rejected attendance click on the month which has status **Attendance Rejected**

Garrett, James Change Password Log Off  
P00001 | Family Active

### Attendance

Click on a billing period to View/Edit attendance.

Billing Period ▼	Received Date ▼	Status	Children Submitted	Children Pending
February 2016		Attendance Pending	0	5
January 2016		Attendance Pending ⚠	0	5
December 2015		Attendance Pending ⚠	0	5
November 2015		Attendance Pending ⚠	0	5
October 2015		Attendance Pending ⚠	0	5
September 2015		Attendance Pending ⚠	0	5
August 2015		Attendance Rejected ⚠⚠	0	2
August 2015	2/9/2016 4:14 PM	Attendance Submitted	5 (2 children rejected)	0
July 2015		Attendance Rejected ⚠⚠	0	5
June 2015	2/9/2016 3:45 PM	Attendance Submitted	5	0

⏪ ◀ 1 2 ▶ ⏩ Show All 1 - 10 of 12 items

⚠ Attendance Due  
⚠ Rejected Attendance

Figure 14- Rejected Attendance

2. There can be two types of scenarios in terms of rejection (Refer Figure 14- Rejected Attendance).

**2.1 Scenario/Case 1:** One or more child (ren) for that month is/are rejected but Not All.

- a. Click on the month having status as attendance rejected.
- b. Correct the submitted attendance (Refer [Figure 11- Mark attendance for a child](#)).

- c. Click on 'Save' button to save the progress (Refer Figure 12- Save the Attendance).
- d. Check the checkbox for agreement (Refer Figure 13 - Check the agreement box).  
**(Note: Read the agreement carefully before clicking on the checkbox. If any doubts or concern about the agreement please contact Fairfax County OFC for clarification)**
- e. Click on the 'Submit' button to submit the attendance.

**2.2 Scenario/Case 2: All the attendance for children of that month is rejected**

- a. Click on the month having status as attendance rejected, Attendance detail page will open and a rejected note will be displayed on top of the attendance grid (Refer Figure 14- Rejected Attendance).
- b. A rejection note will be mentioned in red specifying the reason for the rejection of that attendance.
- c. Correct the submitted attendance (Refer Figure 11- Mark attendance for a child).
- d. Click on 'Save' button to save the progress (Refer Figure 12- Save the Attendance).  
Check the checkbox for agreement (Refer Figure 13 - Check the agreement box).  
**(Note: Read the agreement carefully before clicking on the checkbox. If any doubts or concern about the agreement please contact Fairfax County OFC for clarification)** Click on the 'Submit' button to submit the attendance.

The screenshot shows the 'Attendance Details' page for June 2015. A red-bordered box highlights the 'Rejection Reason' section, which states: 'Incomplete status. Please make sure all of the days have been either marked present or absent.' Below this is an attendance grid for three children: CARR, GRACE H (SCHOOL-AGE); GILBERT, LUCY (SCHOOL-AGE); and RICHARDS, JOSEPH E (TODDLERS). The grid shows 'P' (Present) for all days from 06/01 to 06/14 for all three children. The bottom of the page includes an agreement section with a checkbox and a 'Save' button.

Figure 15 - Rejection Note

## 7. Adjustments

To request an adjustment, please contact the Child Care Specialist for the child.

### 7.1 View adjustments

The adjustment page displays the list of adjustment processed by CCAR. (Note: If the child is not mentioned in the grid, then the provider needs to request an adjustment).

The screenshot shows the Fairfax County Virginia CCAR system interface. The top navigation bar includes links for Home, Living Here, Doing Business, Visiting, and Departments & Agencies. The user is logged in as Garrett, James, with options to Change Password and Log Off. The page title is "Adjustments". A table displays the following data:

Child	Service Month	Adjustment Status	Request Date	Adjustment \$
Richardson, Joseph E	November 2015	Adjustment Submitted	12/18/2015	\$66.00

The table indicates "1 - 1 of 1 items". A red box highlights the child name "Richardson, Joseph E", and a red arrow points to it with the text "Click to view adjustment made to the child record." The left sidebar contains navigation options such as Messages, Provider Profile, Permit Status, Child Care Assistance & Referral, Attendance, Adjustments (highlighted), Reimbursement Summary, CCAR Enrollments, Resource & Referral, Child Care Services, and Special Services.

Figure 16 – Adjustments processed

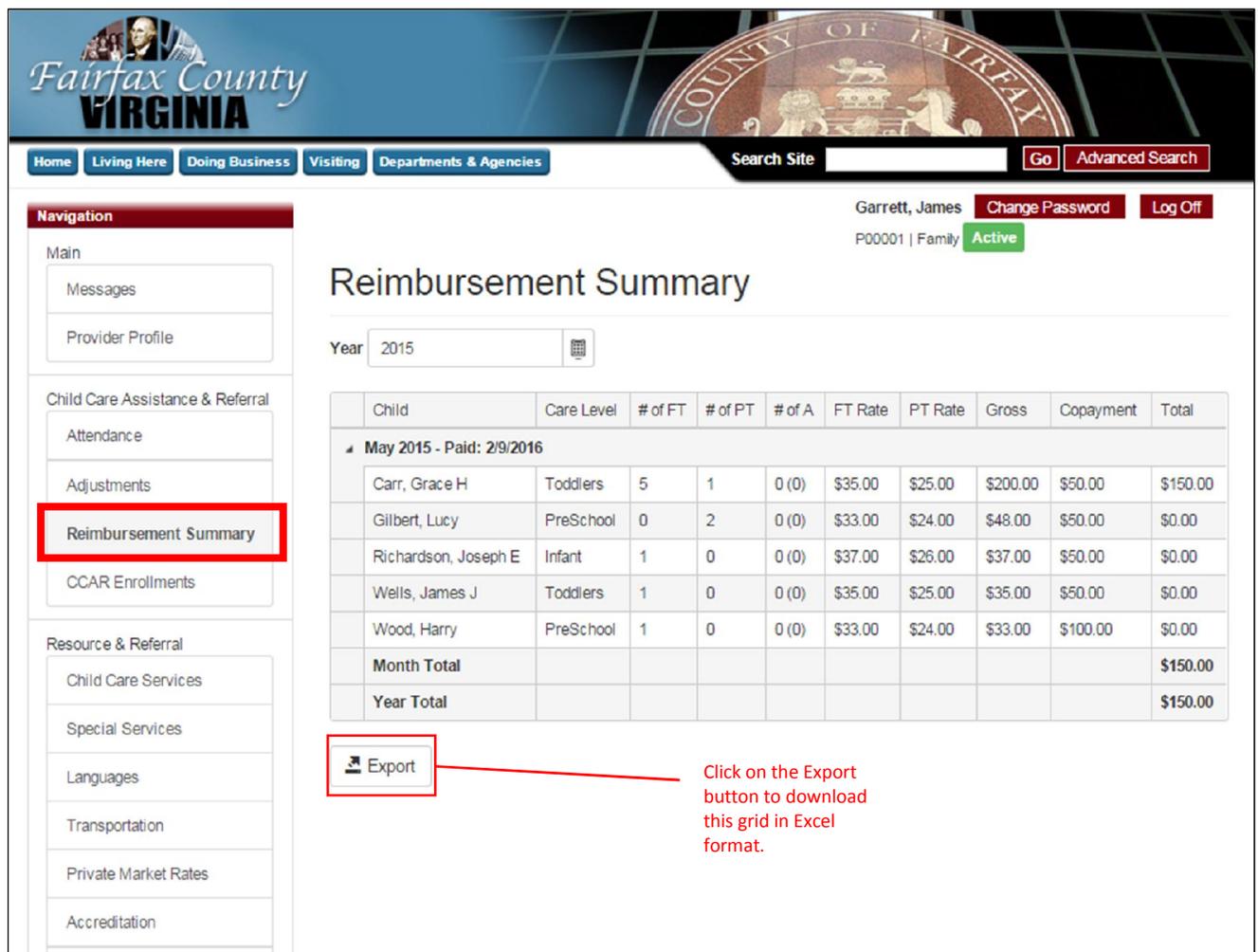
## 8. Reimbursement Summary

The reimbursement summary screen shows the records of all the reimbursements made to a provider on selecting a specific year.

To view the reimbursement Summary:

1. Log-in to Provider access (Refer [Figure 1- Log in Page](#)).
2. Click on the **'Reimbursement Summary' Tab** in the Navigation menu.
3. Select a year from the Year drop down to view the summary for that month (Refer [Figure 17- Reimbursement Summary](#)).

The provider can download this Summary in the Excel format by clicking on the **'Export'** button under the grid. (Refer [Figure 17- Reimbursement Summary](#)).



Navigation

- Main
  - Messages
  - Provider Profile
- Child Care Assistance & Referral
  - Attendance
  - Adjustments
  - Reimbursement Summary**
  - CCAR Enrollments
- Resource & Referral
  - Child Care Services
  - Special Services
  - Languages
  - Transportation
  - Private Market Rates
  - Accreditation

Reimbursement Summary

Year: 2015

Child	Care Level	# of FT	# of PT	# of A	FT Rate	PT Rate	Gross	Copayment	Total
<b>May 2015 - Paid: 2/9/2016</b>									
Carr, Grace H	Toddlers	5	1	0 (0)	\$35.00	\$25.00	\$200.00	\$50.00	\$150.00
Gilbert, Lucy	PreSchool	0	2	0 (0)	\$33.00	\$24.00	\$48.00	\$50.00	\$0.00
Richardson, Joseph E	Infant	1	0	0 (0)	\$37.00	\$26.00	\$37.00	\$50.00	\$0.00
Wells, James J	Toddlers	1	0	0 (0)	\$35.00	\$25.00	\$35.00	\$50.00	\$0.00
Wood, Harry	PreSchool	1	0	0 (0)	\$33.00	\$24.00	\$33.00	\$100.00	\$0.00
<b>Month Total</b>									<b>\$150.00</b>
<b>Year Total</b>									<b>\$150.00</b>

Export

Click on the Export button to download this grid in Excel format.

Figure 17- Reimbursement Summary

**Note:** For detailed understanding on each column on the Reimbursement summary page refer to the [Table 8- Reimbursement Summary](#)

## 8.1 Reimbursement Summary Table

Column Name	Description	
<b>Child</b>	Name of the child under provider's care	
<b>Care Level</b>	Care Levels defines the age level category in which the Child is	
	Infant	Birth up to 16 months
	Toddlers	16 months up to 24 months
	Pre School	Children from 24 months up to the age of eligibility to attend public school (5 years old by Sept 30th) Children turning 5 after Sept 30 are considered Preschool until they start school the following year
	School Age	Children Eligible to attend school
<b># of FT</b>	Number of Full time (Full day) Attendance for the month	
<b># of PT</b>	Number of Part time (Part day) Attendance for the month	
<b># of A</b>	Number of Absences. These can be read as following	
	0(0)	Zero absences for the month ( Zero for that Fiscal year)
	4(12)	4 absences for the month (12 in that Fiscal year)
<b>FT Rate</b>	Full time rate of the provider	
<b>PT Rate</b>	Part Time rate of the provider	
<b>Gross</b>	Gross is the total cost of care provided for that child	
<b>Copayment</b>	Amount payable by the client	
<b>Total</b>	This is the difference of Gross and Copayment which is payable by the county	

Table 8- Reimbursement Summary

## 9. CCAR Enrollments

The CCAR enrollment page shows the current and historical enrollments for the provider. These grids can be sortable by the column header (Refer Figure 188- CCAR Enrollments).

### 9.1 Current Enrollments

To view child details for Current Enrollment

1. Log-in to Provider access (Refer Figure 1- Log in Page)
2. Click on the **'CCAR Enrollments' Tab** in the Navigation menu (Refer Figure 188- CCAR Enrollments).
3. Click on the respective child's name to open the summary (Refer Figure 19- Child Summary).

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Environment

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Contact Fairfax

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P00001 | Family [Active](#) [Permit : Issued](#)

## CCAR Enrollments

Current Enrollments

Click Child's Name for additional details

Child Name	Care Level	Start Date	End Date	Status
<a href="#">Carr, Grace H</a>	PreSchool	4/1/2015	6/30/2015	Authorized
<a href="#">Gilbert, Lucy</a>	PreSchool	4/1/2015	6/30/2015	Authorized
<a href="#">Richardson, Joseph E</a>	PreSchool	4/1/2015	6/30/2015	Authorized
<a href="#">Wells, James J</a>	School-Age	4/1/2015	6/30/2015	Authorized
<a href="#">Wood, Harry</a>	School-Age	4/1/2015	6/30/2015	Authorized

1 - 5 of 5 items

Historical Enrollments

Select Year

Click Child's Name for additional details

Child Name	Care Level	Start Date	End Date	Status
No Enrollments.				

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Figure 188- CCAR Enrollments

## 9.2 Child Summary

Child Summary page displays the name (Refer Figure 19- Child Summary), parent guardian name, start date, end date, Home number, cell number, care level, child team and the attendance detail.

The following table defines the attendance detail table and its properties:

Column Name	Description
<b>Billing Period</b>	Lists the months from the time the child was enrolled with the provider. Click to view attendance detail for the month.
<b>Days Present</b>	Count of days present for that respective month.
<b>Days Absent</b>	Count of days absent for that respective month.
<b>Submitted</b>	Shows the status of attendance submitted for that child for that respective month.

Table 9 - Attendance Detail for Child

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### Child Summary

Full Name Carr, Grace H Parent/Guardian Name Washington, Joshua H

Start Date 4/1/2015 End Date 6/30/2015

Home Number (538) 410-3092 Cell Number (507) 573-1631

Care Level PreSchool Child Team Team 1

#### Attendance Details

Billing Period	Days Present	Days Absent	Submitted
November 2015	0	0	Yes
October 2015	0	0	Yes
September 2015	0	0	No
August 2015	0	0	No
August 2015	0	0	Yes
June 2015	0	0	No

1 - 6 of 6 items

Return to CCAR Enrollments

Click to view child's attendance for that month

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Figure 19- Child Summary

### 9.3 Historical Enrollments

Historical enrollments grid, displays the enrollment of child (ren) with that provider (Refer Figure 20- Historical Enrollment).

1. Log-in to Provider access (Refer Figure 1- Log in Page).
2. Click on the **'CCAR Enrollments' Tab** in the Navigation menu.
3. Select a year from the drop down menu under historical enrollments (Refer Figure 20- Historical Enrollment).

Provider can select the year in the "Select Year" dropdown to display the records for that specific year.

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- Attendance
- Adjustments
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- CCAR Enrollments**

Resource & Referral

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Additional

- Links, Forms & Surveys
- Training Summary
- Contact CCAR
- Contact Fairfax

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P00001 | Family [Active](#)

## CCAR Enrollments

Current Enrollments

Click Child's Name for additional details.

Child Name	Care Level	Start Date	End Date	Status
<a href="#">Carr, Grace H</a>	School-Age	4/1/2015	6/30/2015	Authorized
<a href="#">Richardson, Joseph E</a>	Infant	4/1/2015	6/30/2015	Authorized
<a href="#">Wells, James J</a>	PreSchool	4/1/2015	6/30/2015	Authorized
<a href="#">Wood, Harry</a>	School-Age	4/1/2015	6/30/2015	Authorized

1 - 1 of 1 items

### Historical Enrollments

Select Year

Click Child's Name for additional details.

Child Name	Care Level	Start Date	End Date	Status
<a href="#">Gilbert, Lucy</a>	PreSchool	4/1/2015	1/19/2016	Discontinued

1 - 1 of 1 items

Select a year from the drop down menu to view the records for that year

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Figure 20- Historical Enrollment

## 10. Log Off

To log off from Provider Access portal, click on the **Log Off** button in the top right corner (Refer Figure 46 – Log Off).

The screenshot displays the Fairfax County Virginia Provider Access portal. At the top, there is a navigation bar with links for Home, Living Here, Doing Business, Visiting, and Departments & Agencies. A search bar is also present. The user's name, Garrett, James, and their family ID, P00001, are shown in the top right corner. A red box highlights the Log Off button, with a red arrow pointing to it from the text "Click on the Log Off button". The main content area shows the Messages section, which is currently empty, displaying "No Messages." The left sidebar contains a navigation menu with categories like Main, Child Care Assistance & Referral, Resource & Referral, and Additional.

Figure 21 – Log off