



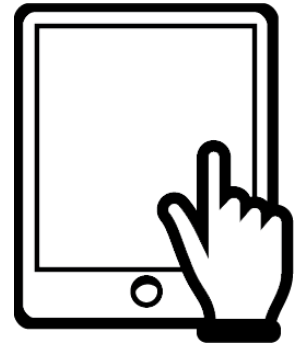
# Washington State Department of Early Learning

## ✓ Electronic Attendance System

Starting July 1, 2018, all providers who accept child care subsidies will be required to keep attendance using an electronic attendance system. Providers may use the DEL's Electronic Attendance System or may continue using another DEL-approved electronic system.

This new requirement is to improve documentation to support payments to providers. This new system will also save providers time, cost taxpayers less, and reduce attendance inaccuracies.

Beginning in early March, you can sign up for an orientation to the new requirements and the attendance system purchased by the Department of Early Learning. You can choose between completing your orientation in person, online, or with a self-paced workbook. The DEL Electronic Attendance System requires internet access, a tablet, and a printer.



The DEL has worked with SEIU 925 to agree upon a \$200 one-time benefit per provider to help with the costs of purchasing new equipment and internet access. Providers must register in MERIT and complete training for the new system and enroll in MERIT to request the benefit. This benefit is first-come, first-served for the first 5,000 family home and Friends, Family, and Neighbors providers.

To find orientation schedules and other information on the Attendance Project, please visit the DEL website at: [www.del.wa.gov/Attendance-Project](http://www.del.wa.gov/Attendance-Project). For more information on other upcoming requirements for FFN providers, visit: <https://del.wa.gov/parents-family/family-friend-and-neighbor-care/>. You may also e-mail DEL at [electronic.attendance@del.wa.gov](mailto:electronic.attendance@del.wa.gov) with additional questions.