Using brightwheel for CCAP Attendance Records

As a provider participating in the Child Care Assistance Program (CCAP) in Kentucky, you are required to maintain accurate attendance records and signatures to meet state requirements. This guide outlines how to use Brightwheel to complete the three key processes that fulfill CCAP attendance documentation.

If you do not have a brightwheel account but would like one for free through our partnership with the Kentucky Division of Child Care **or** if you would like to meet with a team member to receive a 1:1 training on CCAP policies, please contact brightwheel.

1. Collect daily check-in and check-out signatures

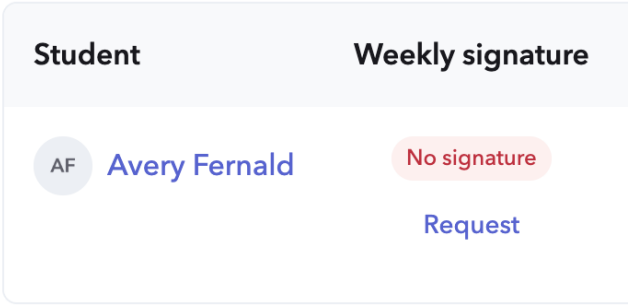
To comply with CCAP rules, each child's daily attendance must be recorded and signed by a parent, family member, or approved pickup person. Brightwheel's digital signature feature ensures all check-ins and check-outs are compliant.

Steps:
1. Go to My School → Settings → School Profile, and enter your school name and license number.
2. Enable Digital Signatures in School Settings → Check-in Settings.
3. Set each student's subsidy type to "Yes" in their profile.
4. Remind parents to sign at both drop-off and pick-up using the kiosk or QR code.
5. Track daily signature completion in the Subsidy Attendance Report.

Tip: Post a sign reminding families that signatures are required for CCAP compliance.

2. Collect a weekly signature from the primary guardian

Kentucky CCAP requires a weekly guardian signature on the Subsidy Attendance Report. This verifies that attendance records for the week are accurate.



Steps:
1. Go to Reporting → Reports → Subsidy Attendance Report.
2. Filter by date range and select active students.
3. Check for missing weekly signatures and use the Request button to send a signature request.
4. Once all signatures are received, confirm that the report is complete.

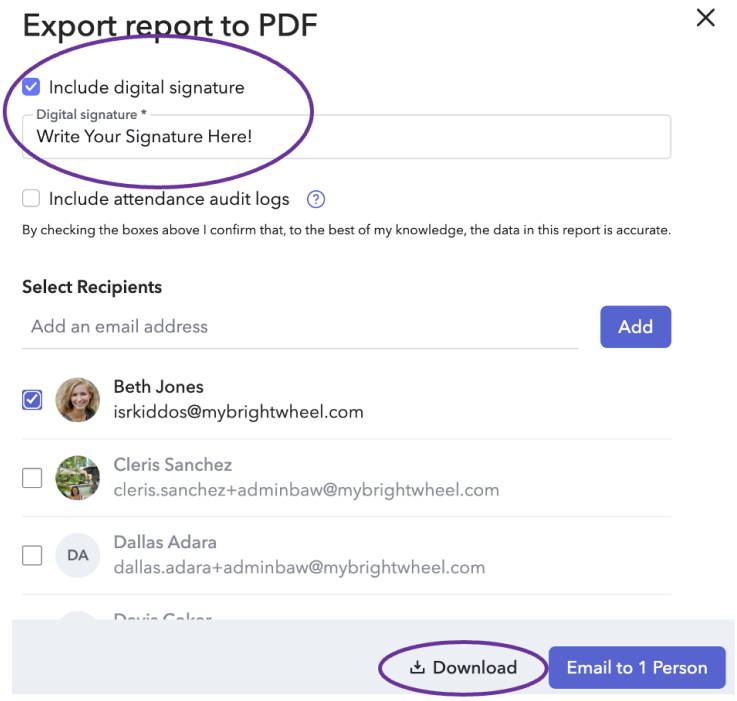
Tip: Schedule a consistent time each week to review attendance, send signature requests, and verify that no records are missing before the week closes.

3. Sign and download the completed Subsidy Attendance Report

After collecting all required signatures, finalize your records by adding the provider signature and downloading the report as a signed PDF.

Steps:
1. Open the Subsidy Attendance Report for the desired week.
2. Click Download → Include digital signature.
3. Enter your provider name in the signature field.
4. Save the PDF and store a backup copy for your records.

Tip: Name your reports consistently (e.g., 'CCAP_Attendance_[ProgramName]_[Date].pdf') to make retrieval easy during audits.



Summary Checklist

- Daily: Collect check-in/out signatures from parents or family members.
- Weekly: Collect guardian signature on Subsidy Attendance Report.
- Weekly: Sign and download the final provider-signed report for your records.

These records may be requested during an audit. Following this checklist will help your program meet Kentucky CCAP attendance compliance standards. For additional support, visit the Brightwheel Help Center or contact Brightwheel Support at kentucky@mybrightwheel.com.