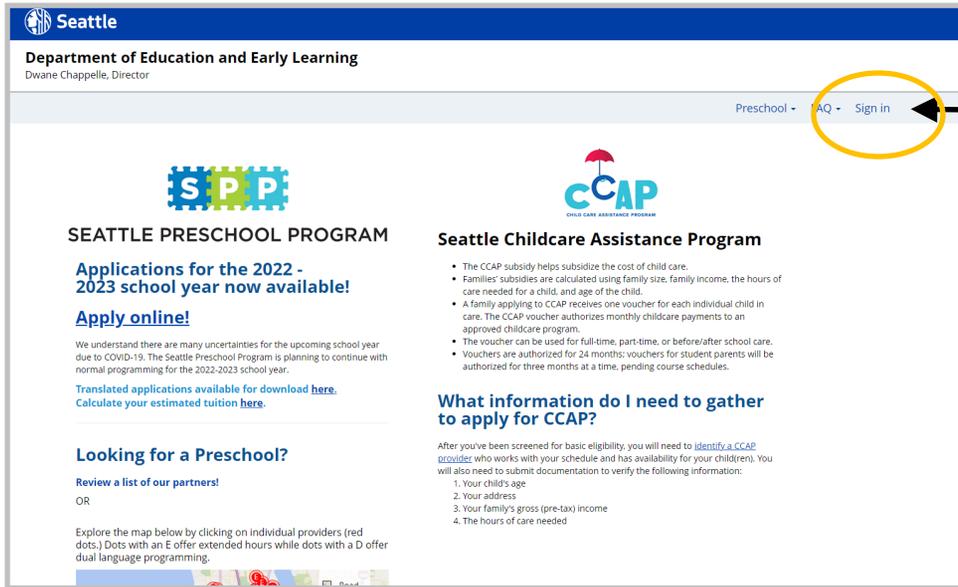


1. LOGIN TO THE CHIPS PORTAL

Go to: <https://tinyurl.com/CHIPSPortal>



1. Click for Sign In Options
Bookmark this site

2. Sign In
Sign in to access program information

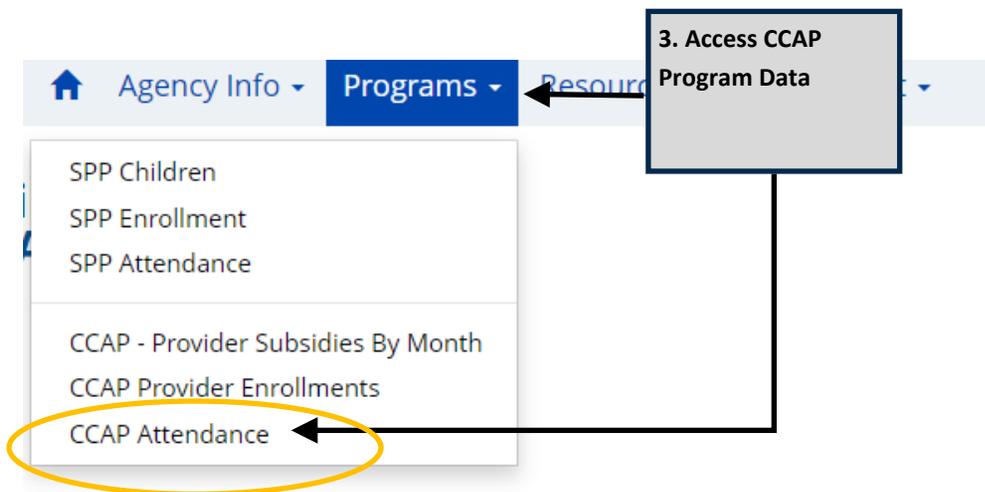
will also continue to grow. We understand how important this information is and have a privacy program in place. For more information, click on the "Privacy" link below.

Sign in

* Username

* Password

Remember me?



3. Access CCAP Program Data

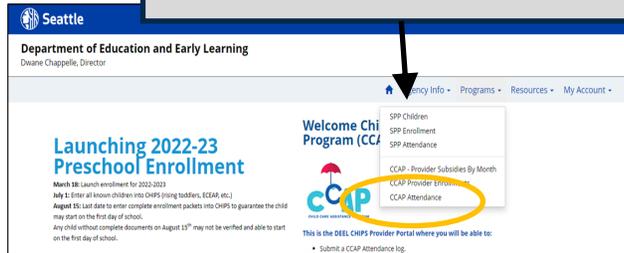


Need help? Email childcareassistance@seattle.gov

CCAP Attendance CHIPS Portal Quick Guide

2. ENTERING CCAP ATTENDANCE

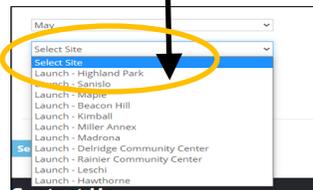
1. Select CCAP Attendance



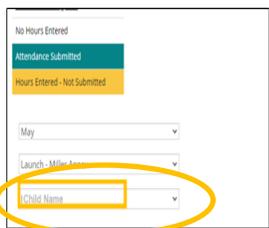
2. Select Month



3. Select Site



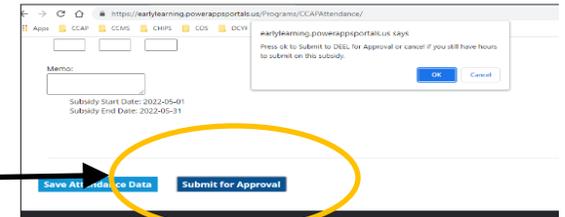
4. Select Child



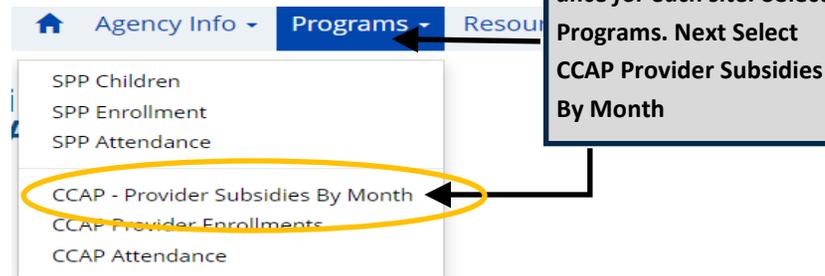
5. Enter hours. Add hours to days (PT = 5, FT = 10, no letters needed leave blank, use memo field for any notes)

3. SUBMITTING CCAP ATTENDANCE

1. Select Submit for Approval button from the calendar page. This submits attendance for each child



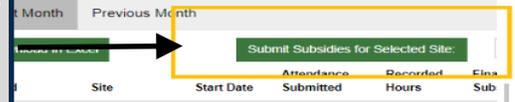
2. Next, submit attendance for each site. Select Programs. Next Select CCAP Provider Subsidies By Month



CCAP Provider Subsidies By Month

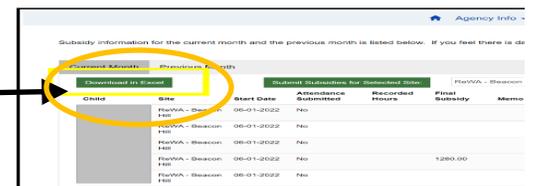
Subsidy information for the current month and the previous month is listed below. If you

3. Select Submit Subsidies for Selected Site. Use dropdown for select site



4. VIEWING SUBMITTED ATTENDANCE

1. Select Download in Excel to keep a copy of Recorded Hours. Final Subsidy amount will appear in 2-3 business days



Step 2: Subsidies should be submitted after all hours for the month are entered