To access the child care billing site, go to [https://dhs.arkansas.gov/dccece/ccbi/](https://dhs.arkansas.gov/dccece/ccbi/).

You should see seven menu tabs just above the login screen. Those tabs are labeled Home, Billing, Reports, Maintenance, DHS, PAT and Logout.

To login to the site, type your five digit license number in the “Facility Number” field.

To obtain your initial password, please contact the Child Care Billing Help Desk at 501-320-6020. Click the Login button.

You may be prompted to change your password, as seen below. Please enter the password you just used in the “Old Password” field, a password you have never used before consisting of at least 8 characters and having both letters and numbers into the “New Password” field, and then Re-Enter that same password in the remaining field. Click Submit.
You will receive the following confirmation after your password is changed:

If it is not time for your password to change, you will see a screen similar to the one below:

Your facility name will display just under the Child Care Billing Home Title, followed by the Alert window. Messages of importance related to the voucher system will be displayed there. Below that you will see a list of New Notices. These consist of Authorizations for newly enrolled or reauthorized children, as well as Closure Notices notifying you when services have been discontinued for a child. Once you open these Notices, they will be removed from this Home page and can only be reviewed through Reports.
Billing

To beginning the billing process, hover your mouse over the Billing tab, and then click on Billing Entry.

After the Billing Entry screen comes up, click on the pull down menu beside the field “Select a Child”. Once you have selected the first child you need to bill for, the days that are available to bill will appear below the billing information for that child. Please see the example below.
Please notice that there is an authorization number associated with the child’s name. Only dates associated with the authorization you have selected will be available for billing. To bill under a different authorization number, you would need to select that authorization number on the pull down menu. Each authorization that has billable dates attached to it will be listed individually in the “Select a Child” menu.

To bill for this child you must do both of the following for each date listed:

1) Check the box in the “Bill” column
2) Choose a Billing Type from the list (Regular, Absentee, Holiday, Inclement Wx)

The finished billing screen will look similar to this:

Once you have selected each day you intend to bill, click the “Process” button, just above and to the right of the list of days available for billing.
Once the days you have selected have been processed successfully, you should see the following changes to the billing entry screen:

1) Days In Process
2) Amount in Process
3) Three lines appear just above the “Bill” column detailing the number of records that were Processed, Updated and Removed.

Billing Review
The Billing Review option, located just under Billing Entry, performs two functions. First, if you click on the box just to the right of the phrase “All in Process”, it will show you each billed day for each child that will be included on the next payroll. It will show the total number of days in Process, as well as the total amount you have billed.
The second function is a review of past billings, accessible by choosing either a child’s name or an authorization number. For the following authorization, the status is “Sent for Payment”, which means it has been processed and the facility has received payment. Whereas the previous example has a Bill Type of Billed, meaning the billing has been entered, but it has not been processed into a payment yet.

**BILLING REVIEW**

Logged In Facility Number: 01197  
Selected Facility Number: 01197

Select an Authorization to review  
All In Process [ ]

Select a Child  
NELSON JR., TONY - [ ]

Billed Days 22  
Billed Amount $550.00

Days In Process 0  
Amount In Process $0.00

Period 11/01/2007 to 11/30/2007

<table>
<thead>
<tr>
<th>Auth #</th>
<th>Service Date</th>
<th>Status</th>
<th>Billing Type</th>
<th>Rate</th>
<th>Billed Date</th>
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</thead>
<tbody>
<tr>
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<td>25.00</td>
<td>11/12/2007 11:59:47 AM</td>
</tr>
<tr>
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<td>25.00</td>
<td>11/12/2007 11:59:47 AM</td>
</tr>
<tr>
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<td>11/06/2007</td>
<td>Sent For Payment</td>
<td>Regular</td>
<td>25.00</td>
<td>11/12/2007 11:59:47 AM</td>
</tr>
<tr>
<td>209997</td>
<td>11/12/2007</td>
<td>Sent For Payment</td>
<td>Regular</td>
<td>25.00</td>
<td>11/26/2007 2:45:48 PM</td>
</tr>
<tr>
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<td>11/14/2007</td>
<td>Sent For Payment</td>
<td>Regular</td>
<td>25.00</td>
<td>11/26/2007 2:45:49 PM</td>
</tr>
<tr>
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<td>11/15/2007</td>
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<td>25.00</td>
<td>11/26/2007 2:45:49 PM</td>
</tr>
<tr>
<td>209997</td>
<td>11/16/2007</td>
<td>Sent For Payment</td>
<td>Regular</td>
<td>25.00</td>
<td>11/26/2007 2:45:49 PM</td>
</tr>
<tr>
<td>209997</td>
<td>11/19/2007</td>
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<td>11/26/2007 2:45:49 PM</td>
</tr>
<tr>
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<td>Regular</td>
<td>25.00</td>
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</tr>
<tr>
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<tr>
<td>209997</td>
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<td>Absentee</td>
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</tr>
<tr>
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<td>Sent For Payment</td>
<td>Regular</td>
<td>25.00</td>
<td>12/18/2007 11:20:24 AM</td>
</tr>
</tbody>
</table>

This details for you which days the child attended and which days he was absent, and it also tells you on which days the billing entries were entered into the computer.
Reports

When you click on Reports in the menu options, you will call up the following screen.

Under Select Report/Notice Type the options are Authorization Worksheet, Closure Notice and Remittance Form. A date range of the past one year is autopopulated in the Date Posted fields (Start Date and End Date). Some of the other fields can be used to filter results. For example, Authorization number and Child Name can be used to call up one particular Authorization Worksheet.
Case number, however, will not return information if you try and search on that. If you click Search without entering a specific Authorization number or Child Name, your results will be all Authorization Worksheets with Start Dates between 8/1/2013 and 8/1/2014.

The results begin with the most recent dates and go back from there. The numbers at the bottom of the screen on the left side under View/Print are additional results that will not fit on this first screen.

By clicking on the view/Print link, you can open the worksheet and see the details. Following is the top of the Authorization Worksheet.

![Authorization Worksheet Preview]

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION (DCC/ECE)
CHILD CARE NOTICE OF APPROVAL/CHANGE
AUTHORIZATION WORKSHEET

Darnall School
1816 Hinson Loop Road
Little Rock AR 72212

DCC/ECE
87-CENTRAL OFFICE
LITTLE ROCK AR 72203

AUTHORIZATION INFORMATION
CASEHEAD: It is your responsibility to pay your fee to the child care provider and to report any changes to your Eligibility Specialist within ten days. Failure to pay your fee or report changes could result in your child care case being CLOSED and an overpayment being assessed against you. Reevaluation of eligibility for services must be completed.
Authorization Notices inform you when children receive approvals for care, and Closure Notices inform you when a child is no longer approved to receive benefits. To retrieve a list of Closure Notices, choose Closure Notice as a Report/Notice Type, then click Search.

A Report Type of Remittance is a record of each time your facility has received voucher compensation. By choosing Remittance in the Report Type, then clicking Search, you will retrieve each instance of payment that we have on record.

You are presented with the Warrant Date, which is the date your payment was calculated by the system. The check number is also listed, followed by a column containing both of those pieces of information displayed together. The column to the far right is the amount that was paid to your facility on that particular dispensation. At the bottom of the page under View/Print you will see a number of additional tabs. Clicking on these numerical boxes will take you further back in time for as long as you have been a voucher provider. See example on the following page.
Maintenance

The Maintenance screen allows you to change the contact information for your facility. You can publish a telephone number, a fax number and an email address. To begin the Update Process, you must first click the “Edit” button.

Once you have made your changes, click “Save” in order to keep them.
Click the “Change Password” button to change the password for your facility. You will be prompted to enter the Old Password, then the New Password twice. Remember to click “Submit”

**CHANGE PASSWORD**

Change Your Facility’s Internet Password

<table>
<thead>
<tr>
<th>Old Password</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Password</td>
<td></td>
</tr>
<tr>
<td>Re-Enter New Password</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
Passwords must be between 8 and 20 characters and must contain both

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**DHS**
This option will take you to the Arkansas Human Services website.

**PAT**
When you click on the PAT menu option, you will be directed back to the old PAT site. It doesn’t look any different than it did before. Use your same Facility number and Password to login.