

<https://a069-ra.nyc.gov/wes>



Welcome to the WES

Web Enrollment System (WES) for Family Child Care Networks (FCCN) Training Guide

v1009-2020jcg



WEB ENROLLMENT SYSTEM (WES) WEBINAR


for Family Child Care Networks




8-2019 REV .jcg

Agenda

- ☐ **Start Up/WES definition**
 - ☐ Types of Users
 - ☐ Logging-In/ Passwords/ User roles
 - ☐ Navigation /Features /Modules /Support Link
- ☐ **Administration, Contractor & Program Profiles**
 - ☐ Updating information
- ☐ **Child Placements –Eligibility and Enrollment**
- ☐ **Child Search**
- ☐ **Attendance**
- ☐ **Reports**
- ☐ **WES Resources and Contacts**



WES Basics – Features and Logging In



Basic Structure of WES

❑ What is WES?

- Web-Based Enrollment System of Centralized Database (ACCIS- Automated Child Care Information System)
- Programmed with rules, regulations and security levels
- Data entry messages given to assist in understanding why action was successful or not permitted



❑ Why use WES?

- Real-time data
- Family Eligibility information
- Manage Recruitment, Enrollment & Attendance

Types of Users: Super-User

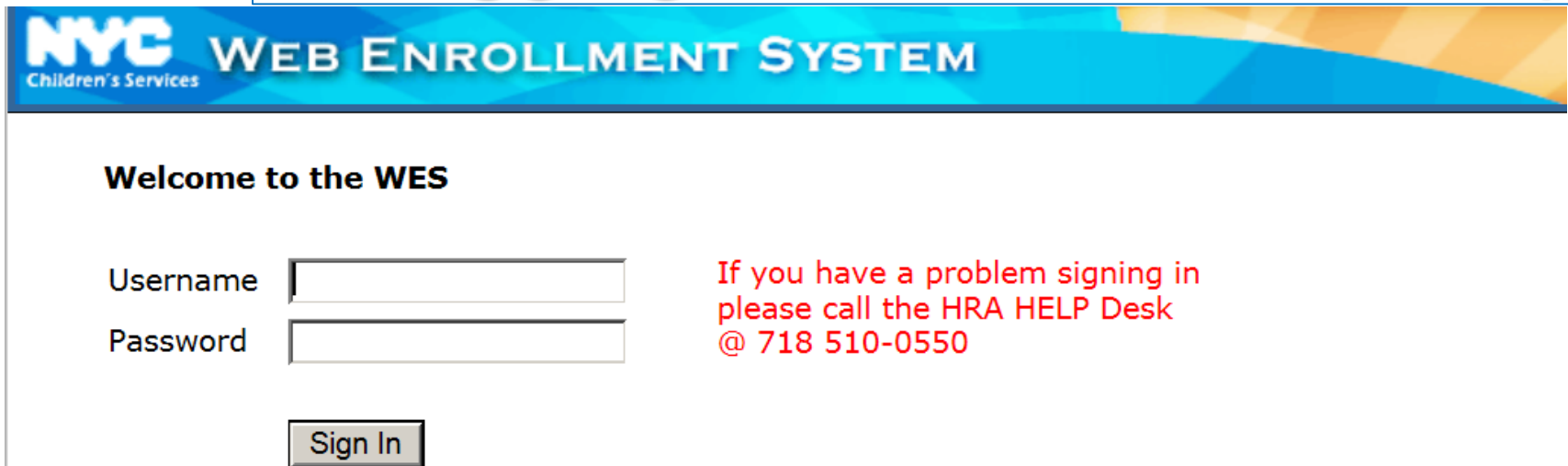
- Contractor level
- Access to all programs
- Access to all WES modules
- Creates User IDs
- Must assign roles for User IDs
- Activates/De-activates IDs
- Updates contractor and program profiles

Remember!
No checked box = No Access

Types of Users: Program User

- Created by Super User
- Super User can check User Activation list before referring Program User to call HRA Data Security (718-510-0550) or Email: HRA-DSS DATA SECURITY ADMIN at: MISSECURITYADMIN@dss.nyc.gov for a Temporary Password
- Program User has access **ONLY** to programs which have been assigned by the Super User
- Ability to view, print and if assigned, **modify ONLY the programs and assigned activities**
- Access to Program Profile

Logging in - 2 Doors -Start Up



The screenshot shows the top banner of the NYC Children's Services Web Enrollment System. Below the banner, it says "Welcome to the WES". There are two input fields: "Username" and "Password". To the right of these fields, there is a red text message: "If you have a problem signing in please call the HRA HELP Desk @ 718 510-0550". Below the input fields is a "Sign In" button.

NYC WEB ENROLLMENT SYSTEM
Children's Services

Welcome to the WES

Username

Password

If you have a problem signing in
please call the HRA HELP Desk
@ 718 510-0550

Sign In

The URL to access WES is: <https://ao69-ra.nyc.gov/WES>

- Juniper Firewall protection is maintained by HRA security
- 1st Login with Temporary password from HRA security
- Each WES User is directed to change password at 1st login.
- If any problem is encountered at this first "door" Call HRA Help Desk (718) 510-0550 or email: MISSECURITYADMIN@dss.nyc.gov

WESHELP@schools.nyc.gov may assist is there is difficulty in reaching
HRA Security Help Desk.

Logging In -2nd Door

LOGIN

User ID:

Password:

Login

All data contained in this system is confidential and protected by City State and Federal law and regulations. Failure to protect this information from unauthorized use or disclosure may subject you to discipline as well as financial, civil and criminal penalties, up to and including incarceration.

By logging into this system, you agree to these terms of use.

- ❑ WES Application
 - > Maintained by DOE/ACS security
 - > User ID with Password Protection

***WES will time-out if left idle; either out of WES or all the way out to initial log-in..**

1st Login:



After logging in the 1st time with the temporary password given by HRA Data Security (718-510-0550), be sure to Select and remember Case-Sensitive password

Need Help with logging in: WESHelp@schools.nyc.gov

WES Features

Navigation Bar

The pages in WES have a Navigation Bar which includes the following features:

Selected Contractor, FCCN Program and Provider (and respective numbers)

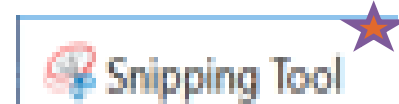
The "Pathway" indicates your steps & location in WES navigation. The Pathway here started at "Home" -> "Program Profile" -> "Provider Listing."

1 Home takes you back to the homepage where you can select a program or view an Announcement, Notices, or Bulletins.	3 Logout logs you out of the WES application.
2 My Profile Users can update their last and first name, telephone, contact email and confirm email fields.	4 Support provides online assistance on a list of WES related topics by module and options.

WES Support Link

WES Support link provides direct access to the **WESHELP** team. Insert a "Screen Capture*" of the problem to your Help request and briefly describe the specifics of the problem.

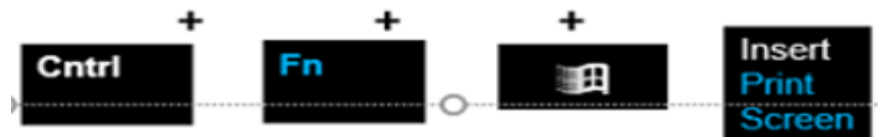
★ Screen Capture via Snipping Tool on PC ->



OR

Press the applicable combination of keys for your keyboard below:

"Cntrl" + "Fn" + "Insert /Print Screen"



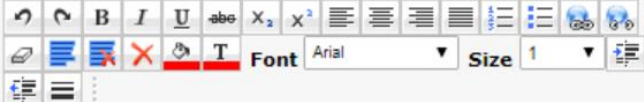
Follow-up Option: Email: WESHELP@schools.nyc.gov

WES Support Link Screen

NYC WEB ENROLLMENT SYSTEM
Children's Services

Requestor Details
Request Date: 7/15/2020 3:19:52 PM
Telephone #: (222) 222-2222
Contractor: FR 7)
Requestor: S3 S3
Email: S3@SOMEMAIL.ABC


Request Details
Subject
Subject
Insert on Subject Line: Problem/ Issue or Data Error.

Describe your issue

Then briefly describe the issue here.

Copy-Paste Instructions

- From the page that has the problem,
- If Microsoft Windows, Use the Print Scrn key to capture the image and paste here (Ctrl + V)
- If Apple Mac, Press "Control + Shift + Command + 3" to copy what is on the screen and paste here (Command + V)

"Paste" screen capture here.

Remember to click "Send" 

Send

WES Announcements, Reminders, Notices and Bulletins

ANNOUNCEMENTS

July 2017 Attendance is available. Please enter attendance for the month of July.

EXTEND CLASSROOMS

The "Extend Classrooms" function is now available in "Classroom Maintenance" on the "Program Profile" tab. You should extend your classrooms for the 2017-2018 School Year.

NEW

If you need WES training, please use the WES Training Request Form, posted below in the "Bulletin/News" section. Completed forms should be e-mailed to WESHelp@acs.nyc.gov.

REMINDER:

UPK ONLY ENROLLEES' LAST DATE OF SERVICE IS JUNE 28, 2017.

To continue service over the summer CC eligibility must be determined. Please submit an application for Child Care subsidy (ECE012) to the Resource Area. Fee, if applicable, will change to Full Time (FT) rate effective July 3, 2017.

PRE-K ONLY FAQ AND APPLICATION FOR 2017-2018 ARE NOW AVAILABLE -- SEE NOTICES

ANNOUNCEMENT: CHILDREN TRANSITIONING FROM FCC TO GDC

In the interest of providing for continuity of care, ACS is providing direct assistance to programs with children who are aging out of a Family Childcare Network Provider into EarlyLearn Group Day Care programs. We have placed the children on program waitlists in accordance with their home zip code. The parents have been notified of these placements, and provided contact information for their local program(s). They have also been provided a list of all available programs, should they choose a different option. Your program must do the outreach that will turn these waitlist placements into actual enrollments. We are counting on you to continue providing these families with the quality care they have come to expect from our EarlyLearn programs.

For Dual Programs:

Please remember that the Slot Capacity figures for CC, HS, and Dual are targets that you should try to meet. However, if you cannot fill Dual Slots, you can and should enroll children who meet either Head Start or Child Care eligibility, rather than keep a slot vacant.

Be sure to *regularly check* these sections for **IMPORTANT** news, updates and reminders.

NOTICES

- Pre-K Only Enrollment Application 2017-2018
- Pre-K Only FAQ 2017-2018
- Revised Fee Schedule effective 6-5-17

[More...](#)

BULLETINS / NEWS

- WES Training Request Form
- Resource Area Directory (as of 2016)
- Data WES Inquiry Form

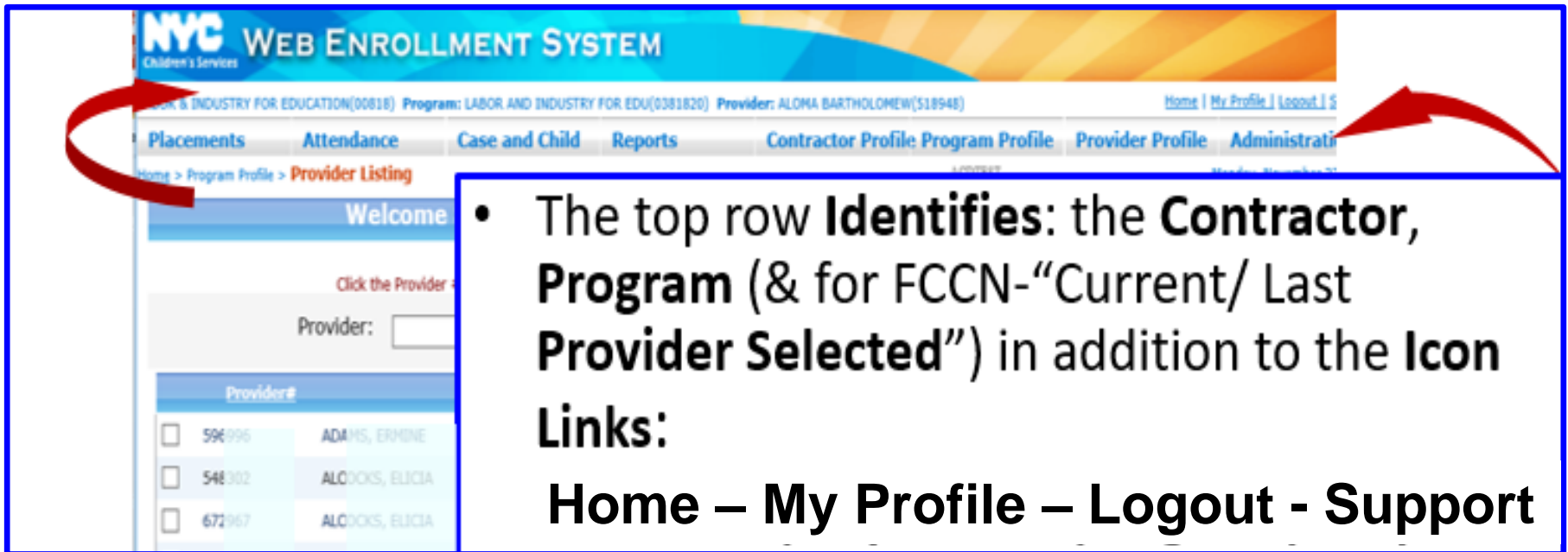
[More...](#)



WES Modules



WES Top Rows and Modules



NYC WEB ENROLLMENT SYSTEM

Home | My Profile | Logout | Support

Placements Attendance Case and Child Reports Contractor Profile Program Profile Provider Profile Administration

Home > Program Profile > **Provider Listing**

Welcome

Click the Provider

Provider:

Provider#	Name	Address
<input type="checkbox"/> 596096	ADAMS, ERMINE	
<input type="checkbox"/> 548302	ALCOCKS, ELICIA	
<input type="checkbox"/> 672967	ALCOCKS, ELICIA	

- The top row **Identifies**: the **Contractor**, **Program** (& for FCCN-“Current/ Last Provider Selected”) in addition to the **Icon Links**:
Home – My Profile – Logout - Support

The Modules are (L-R):

Placements, Attendance, Case and Child, Reports, Contractor Profile, Program Profile, and Administration.

Administration Module

Administration Module-Manage Users – Add/Create New User

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC (0004) Program: CATHOLIC (0300410) Provider: GLC [] Home | My Profile | Logout | Support

Placements Attendance Reports Contractor Profile Program Profile Provider Profile Administration

Home > Administration > Manage Users

User List Edit User Add New User

ADD NEW USER

User ID: []

Last Name: []

First Name: []

Telephone: []

Contact E-Mail: []

Confirm Contact E-Mail: []

Save Cancel

New User tab - allows the Super User to add & assign WES User ID, input Name and contact information. (After saving, the ID cannot be changed.)

WES – Administration Module

Manage (Program User)Roles

NYC WEB ENROLLMENT SYSTEM
Children's Services

Contractor: FRIENDS OF CROWN HGTS EDUC(00457) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

[Placements](#) | [Attendance](#) | [Reports](#) | [Contractor Profile](#) | [Program Profile](#) | [Administration](#)

Home > Administration > **Manage Users** ACDTEST Monday, September 18, 20

[User List](#) | [Edit User](#) | [Add New User](#)

Status	Edit	User ID	Name	Telephone	Contact e-mail
	Edit	00457S	HECTOR, GEORGIA	(444) 555-5111	no contact e-mail
	Edit	00457SU	USER, SUPER	(718) 888-1212	SU457@GMAIL.COM
	Edit	00457X	EMERSON, STEPHANIE	(718) 628-8686	no contact e-mail
	Edit	A00457			
	Edit	PGM4503			
	Edit	TESTCON457			

To assign and manage roles, the **Super User** must first select the **Program User** from the User List and Click to “Edit”

Administration Module-Super User Assigns Roles

User: 00457X

Program List

Multiple select

Program	Roles
00416	EA, DA
00801	EA, DA
00871	EA, DA
00981	EA, DA
01356	EA, DA
08506	
08510	
08548	
20940	
33424	
33508	
42507	
44073	
44786	
55840	
57288	
62377	
62908	
63924	
63992	
65174	

Role Description	Read Only	Read Write
All FDC Placements (EA)	<input type="checkbox"/>	<input type="checkbox"/>
FDC Enrollments (EE)	<input type="checkbox"/>	<input type="checkbox"/>
FDC Reservations (ER)	<input type="checkbox"/>	<input type="checkbox"/>
FDC Wait List (EW)	<input type="checkbox"/>	<input type="checkbox"/>
FDC Child Search (ES)	<input type="checkbox"/>	<input type="checkbox"/>
All FDC Attendance (DA)	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

- This Program User has been assigned “**Read ONLY**” for **FDC Placements** and
- “**Read and Write**” for **FDC Attendance**.

Be sure to Click
“SAVE!”

Administration Module

User Activation / De-Activation

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: GLORIA RIVERA(043370) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

[Placements](#) | [Attendance](#) | [Reports](#) | [Contractor Profile](#) | [Program Profile](#) | [Provider Profile](#) | [Administration](#)

[Home](#) > [Administration](#) > **User Activation** ACDTEST Thursday, September 14, 2017

User List

User ID	Name	Telephone	Contact e-mail	Active User	Disabled	Last Login Date
000004H	JOHN, SMITH	(111) 111-1111	no contact e-mail	<input checked="" type="checkbox"/>	NO	03/21/17
00004C	JEAN-PHILIPPE, CHERLINE	(718) 788-3035	cherline.jean-philippe@ccha.org	<input checked="" type="checkbox"/>	NO	09/14/17
00004J	JOHANNESSEN, REBECA			<input type="checkbox"/>	NO	03/20/17
00004S	REID, JOAN			<input checked="" type="checkbox"/>	NO	03/20/17
00004SU	GRAYSON, J			<input checked="" type="checkbox"/>	NO	09/14/17
A00000	SELECT USR, TEST			<input checked="" type="checkbox"/>	NO	01/19/17
A00004	PGMUSER, 00004			<input checked="" type="checkbox"/>	NO	03/30/17
A12345	GARG, SHRUTI			<input checked="" type="checkbox"/>	NO	01/19/17
				<input type="checkbox"/>	YES	

Message from webpage

Are you sure you want to Deactivate this user?
Click OK to Deactivate the User ID, or Cancel to clear the action.

OK Cancel

This Option allows the Super User to activate, de-activate program users and re-activate Program Users if / when they return.



Contract and Program Profile Modules



What does the Program Look Like?

Contractor and Program Profiles

Contractor Profile

Contractor Detail

Program Listing

Maintained and updated by Super-User(s) only

Program Profile

Program Detail

Program Statistics

Provider Listing

Program Holidays

Fee Calculator

Contractor Detail:

- Information on the Contracting organization
- Contact information *SHOULD* be kept current – used to contact individuals; mailings and directories

☐ Information must be kept current:

- Fillable fields can be updated at any time through WES
- Pre-populated (Bold font) are updated by only by DOE/ACS staff

☐ Program Listing:

- Roster of programs within the contracting organization (also available to Program users)

WES Contractor Profile

Program Listing is the same as the Welcome Page

NYC WEB ENROLLMENT SYSTEM
Children's Services

Contractor: CATHOLIC CHAR N'HOOD SVC INC(00004)

Placements Attendance Reports **Contractor Profile**

Home > Contractor Profile > **Program Listing**

Welcome C217

Welcome to the Web Enrollment System (WES), an online system designed for New York City contracted EarlyLearn Group Day Care programs. This system was created to improve enrollment data, streamline reporting processes and maximize program enrollment. WES uses current technology to enable programs to view, manage and update enrollment and attendance online.

Click the Program # or name to select a program

Program#	Contract	Prog Type	Model Tp	Program Name	RA
0100901	FF	G	GH	HAC/ DORIS E. STONE	01
0121701	FF	G	GC	HIGHBRIDGE ADVSY CNCL ECC 1	01
0121703	FF	G	GC	RICHARD H. MANGUM ELC	01
0121705	FF	G	GC	HIGHBRIDGE ADVISORY CNL NELSON	01
0121706	FF	G	GC	HIGHBRIDGE ADVISORY CC#3	01
0121725	FF	F	FC	HIGHBRIDGE ADVISORY COUNCIL	01
0140601	FF	G	GC	HAC/MARSHALL ENGLAND	01
1600077	FF	G	GH	HIGHBRIDGE ADVISORY COUNCIL HS	01

Contractor Profile Module - Displays the Program Listing under the Contractor for the “Super-User.”

For a Program User, it displays the Programs s/he is authorized to View or Update (Read &/or Write); with each program, it shows the (1)Program #, (2)Contract type, (3)Program / Model type, (4)Program name, and (5)Family Welcome Center.

Home Page for a Program User

Home Page opens to the Contractor's Program Listing. Program User can access **ONLY** the programs in which they have roles assigned; **ANNOUNCEMENTS, BULLETINS & NOTICES**. Be sure to scroll down and click "More" to see list of pdf documents – available for printing.

Contractor: TRAINING CONTRACTOR 001(00001) [Home](#) | [My Profile](#) | [Logout](#) | [Help](#)

Placements Attendance HS Case and Child Reports **Contractor Profile** Program Profile

Home > Contractor Profile > **Program Listing** ACDTRAIN Wednesday, June 10, 2015

Welcome **NEE**

Welcome to the Web Enrollment System (WES), an online system designed for New York City contracted EarlyLearn Group Day Care programs. This system was created to improve enrollment data, streamline reporting processes and maximize program enrollment. WES uses current technology to enable programs to view, manage and update enrollment and attendance online.

Click the Program # or name to select a program

Program#	Contract	Prog Type	Model Tp	Program Name	RA
0100901	FF	G	GH	HAC/ DORIS E. STONE	01
0121701	FF	G	GC	HIGHBRIDGE ADVSY CNCL ECC 1	01
0121703	FF	G	GC	RICHARD H. MANGUM ELC	01
0121705	FF	G	GC	HIGHBRIDGE ADVISORY COUNCIL NELSON	01
0121706	FF	G	GC	HIGHBRIDGE A	01
0121725	FF	F	FC	HIGHBRIDGE	01
0140601	FF	G	GC	HAC/MARSHALL ENGLAND	01
1600077	FF	G	GH	HIGHBRIDGE ADVISORY COUNCIL HS	01

ANNOUNCEMENTS

December Attendance is available. Please enter attendance for the month of December.

NEW WES Enrollment Inquiry Form Please use the revised Enrollment Inquiry form, posted below in the "Bulletin/News" section. This form should be used if you need assistance with enrolling a child in WES. Completed forms should be emailed to: WESHelp@acs.nyc.gov. (This replaces the "WES Correction Form")

NOTICES

2014 Fee Schedule

Federal Poverty Level effective June 2014

[More...](#)

BULLETINS / NEWS

WES Enrollment Inquiry Form

FCCN Program Profile

When the “FC” program is selected from the Contractor’s Program List, the screen changes to the **Program Profile’s Provider List**

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: JENNIFER PHILLIPS(339480) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

[Placements](#) | [Attendance](#) | [Reports](#) | [Contractor Profile](#) | **[Program Profile](#)** | [Provider Profile](#) | [Administration](#)

[Home](#) > [Program Profile](#) > **Provider Listing** ACDTEST Thursday, September 14, 2017

Welcome J GRAYSON

Click the Provider # or name to select a Provider

Provider:

Provider#	Name	License Type
<input type="checkbox"/> 001070	ETH	F
<input type="checkbox"/> 003030		F
<input checked="" type="checkbox"/> 04337		G
<input type="checkbox"/> 061600		F
<input checked="" type="checkbox"/> 23677	HERINE	G
<input checked="" type="checkbox"/> 31869	Z	G
<input checked="" type="checkbox"/> 33514	SONIA	G
<input checked="" type="checkbox"/> 33948	FER	G
<input type="checkbox"/> 411195	LIA	G
<input type="checkbox"/> 412829	ETTE	F

The **Program Profile** Module contains 5 (Sub-Menu) Options:

- Program Detail
- Program Statistics
- **Provider Listing**
- Program Holidays
- Fee Calculator

FCCN Program Profile - Program Detail

[Home](#) > [Program Profile](#) > **Program Detail**

PROGRAM INFORMATION

Name, Address and Contact Information

Program Number: 0345723 Contractor Number: 004
Name: FRIENDS OF CROWN HEIGHTS Model Type: FC-
Program Type: F-Family day care Contract Type: FF-
RA: 03-RA 3 (BROOKLYN) PRO
Street No: 671-675 Street: NY
City: BROOKLYN State:

Director Details

Director Name: DARYL DAVIS Telephone:
Email : davis@foch.biz

Contact Details

Contact Name: TONY VAUGHAN Telephone:
Email: toney@foch.biz

Emergency Contact

Program Profile - Detail - Includes program information with **pre-populated** fields and those that can be filled in by “Super User.”

Program Details such as pre-populated field that cannot be changed by the program are:

[Program Number, Contractor Number
Program Type, Model Type
Family Welcome Center: Borough]

Fields that can be changed are:

Director Details: Name Telephone/ E-mail
Emergency Contacts; Non-operating
hours; telephone number; Location and
Public Transportation; Days, Session and
Hours Open; Any languages spoken by
staff

* If fields are grayed out, cannot update, contact Family Welcome Center or
WESHELP@schools.nyc.gov

Program Profile: Level of Care and License

Level of Care		
	Min Age	Max Age
Infant	<input type="text"/>	<input type="text"/>
Toddler	<input type="text"/>	<input type="text"/>
Preschool	2.06	6
School	<input type="text"/>	<input type="text"/>

License		
	Expir Dt	Number
Infant	<input type="text"/>	<input type="text"/>
Toddler	<input type="text"/>	<input type="text"/>
Preschool	4/21/2020	4079
School	<input type="text"/>	<input type="text"/>

License: If the license information needs to be updated, contact Family Welcome Center and send scanned copy of current DOHMH license to WESHELP@schools.nyc.gov

Expired dates will appear in **Red** can prevent referrals made to your program

Currently working with DOHMH to automatically update

Level of Care (age categories):

Aligns 5 conflicting sources of age-ranges: (DOHMH License, New York State reimbursement categories, Head Start and UPK definitions and EarlyLearn contracts)

- Ages served **MUST** be covered by DOHMH License(s)
- EarlyLearn and NYS separate out “Toddler” category, whereas DOHMH license does not
- Must be able to serve age in developmentally appropriate physical space

Program Statistics

This screen gives the current record for a program's enrollment capacities and numbers by level of care for all Placement types, including the number of available enrollment and reservation slots.

NYC WEB ENROLLMENT SYSTEM
Children's Services
LUTHERAN SOCIAL SERVICES OF NY(00882) Program: LSENY - EARLY LIFE CTR 12(0745401)
Home | My Profile | Support | Log Out

Placements Attendance Case and Child Reports Contractor Profile Program Profile Administration

Home > Program Profile > Program Statistics

ACDTRAIN: 008825 Thursday, July 16, 20

Program Statistics Model Tp: GD

Level Of Care	License Cap	Budget Cap	Target Cap	Voucher	Entri	Current Placements	WL	PD	Avail Lic Slots	Avail Enroll Slots	Avail Reserv Slots
Infant	0	0	0	0	0	0	0	0	0	0	0
Toddler	7	0	0	0	0	0	0	0	7	0	0
Preschool	119	54	54	0	49	3	0	0	70	5	2
School-Age	0	0	0	0	0	0					
All Levels of Care	126	54	54	0	49						

ALERT

3 children will be dropped due to the fact the case has lost its Child. In order to continue the Case must be reauthorized for child care or the

I confirm that I have reviewed the Program Statistics including:
Available Enrollment and Reservation Slots; Reservations; Pending Departures; Waiting List.

Continue

Alerts regarding ineligibility, cases designated to be dropped or requiring immediate follow-up can be found here.

If there is an error or mismatch according to your records, be sure to contact a Family Welcome Center representative &/or WESHELP@schools.nyc.gov

FCCN Program Profile - Program Statistics

FRIENDS OF CROWN HGTS EDUC(00457) Program: FRIENDS OF CROWN HEIGHTS(0345723) Provider: PATRICIA CHARLES(447862)

[Placements](#) [Attendance](#) [Reports](#) [Contractor Profile](#) [Program Profile](#)

[Home](#) > [Placements](#) > **Enrollment**

Program Statistics

Model T

Of Care	FDC	GFDC	Enrl	Current Pl Rsrv
Infant	1	20	21	0
Toddler	1	54	54	0
School	1	19	22	1
Pre-School-Age	4	5	0	0
Out of Care	7	98	97	1

Of Care	FTE Enrollments									
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Infant	0	0.00	0	0.00	21	21.00	0	0.00	0	0.00
Toddler	0	0.00	0	0.00	54	50.76	0	0.00	0	0.00
School	0	0.00	0	0.00	22	17.38	0	0.00	0	0.00
Pre-School-Age	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Out of Care	0	0.00	0	0.00	97	89.14	0	0.00	0	0.00

Total Reserv slots: 1
Total Reserv FTE: 0
Total Available Reserv FTE: 1.68

I confirm that I have reviewed the Program Profile, Enrollment, Attendance, and Reservation Slots; Reservations, Pending Reservations, and Waiting List.

[Continue](#)

Program Statistics will always be shown when 1st accessing the **Placement module** for any program / provider.

Program Statistics –

Must 1st be reviewed to enter the Placement module.

Click **Continue** to confirm that you have reviewed all information, (*You cannot say you did not know what the stats are for your program.*)

FCCN Provider Profile- Provider Detail & List

The screenshot displays the NYC Web Enrollment System (WES) interface. At the top, the header reads "NYC WEB ENROLLMENT SYSTEM" with "Children's Services" below it. The main navigation bar includes tabs for "Placements", "Attendance", "Case and Child", "Reports", "Contractor Profile", "Program Profile", and "Provider Profile". The "Provider Profile" tab is selected, and a dropdown menu is open, showing options for "Provider Detail" and "Provider Statistics". A red box highlights the "Provider Profile" dropdown menu, and a red arrow points to it from the text "The Provider Profile module appears automatically when Providers are selected from the Program Profile Provider's List." Another red box highlights the "Provider: MS. JOHN'S DAY CARE, INC. (62377)" in the breadcrumb trail, with a red arrow pointing to it from the text "The Name and # of last Provider selected will appear on the top of the screen adjacent to FCCN Program Name and #". The main content area shows a table of providers with columns for "License Type" and "Name". The table lists several providers, including "MS. JOHN'S DAY CARE, INC." which is highlighted. To the right of the table, there is an "ANNOUNCEMENTS" section with links to "FCC WES User Guide", "WES SUPPORT LINK", and "WES Enrollment Inquiry Form".

Provider Profile
Provider Detail
Provider Statistics

The Name and # of last Provider selected will appear on the top of the screen adjacent to FCCN Program Name and #

The Provider Profile module appears automatically when Providers are selected from the Program Profile Provider's List.

ANNOUNCEMENTS

FCC WES User Guide is available - refer to Bulletin section below

WES SUPPORT LINK IS NOW AVAILABLE!

WES Enrollment Inquiry Form Please use the revised Enrollment Inquiry form, posted below in the "Bulletin/News" section. This form should be used if you need assistance with enrolling a child in WES. Completed forms should be emailed to: WESHelp@SCHOOLS.nyc.gov. (This replaces the "WES Correction Form")

00999-BabiesrUs#2-Registration"); then Send it to WESTRAINING@SCHOOLS.nyc.gov

FCCN Provider Profile Module

Provider Detail and Statistics

These are the two options in the Provider Profile Module.

WEB ENROLLMENT SYSTEM

HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: JENNIFER PHILLIP(339480) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

[Attendance](#) [Reports](#) [Contractor Profile](#) [Program Profile](#) **[Provider Profile](#)** [Administration](#)

Profile > **Provider Statistics**

Provider Statistics

Level Of Care	Voucher Enroll	Contract Enroll	Reservation
Age < 2.01	0	1	0
Age (2.01-3)	0	1	0
Preschool	0	6	1
School Age	0	1	0

NOTICES

- Revised Fee Schedule effective 6-5-17 **NEW** 06/05/17
- Vocational/Educational Training Verification 2017 **NEW** 06/01/17
- ECE-015 (CS1069) Revised 2017 **NEW** 06/01/17
- Instructions for Rev Appl for Child Care Subsidy **NEW** 09/14/16
- Revised Application for Child Care Subsidy-ECE 12 **NEW** 09/14/16

[More...](#)

BULLETINS / NEWS

- Data WES Inquiry Form **NEW** 10/30/15
- FREQUENTLY ASKED QUESTIONS (FAQ) (5/11) **NEW** 05/19/11
- WES ATTENDANCE USER GUIDE **NEW** 03/25/11
- WES PROGRAM SET-UP GUIDE **NEW** 03/25/11
- WES PLACEMENT GUIDE **NEW** 01/19/11

[More...](#)

NYC WEB ENROLLMENT SYSTEM

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) [Home](#) > [Provider Profile](#) > **Provider Detail**

PROGRAM INFORMATION

Name, Address and Contact Information

Provider Id: **339480**
 Program Number: **0300410**
 Last Name: **PHILLIP** First Name: **JENNIFER**
 Street No: **129** Street: **ST. MARKS AVE** Apt:
 City: **BROOKLYN** State: **NY** Zip: **11217**
 Telephone #: **(718) 622-7442**

Provider License Details

License #: **244026**
 License Type: **G** Expire Date: **12/17/2018**
 License Cap: **16** License School Cap: **0**
 License Low Age: **0.015** License High Age: **12.110**

Language

Language: **EN**

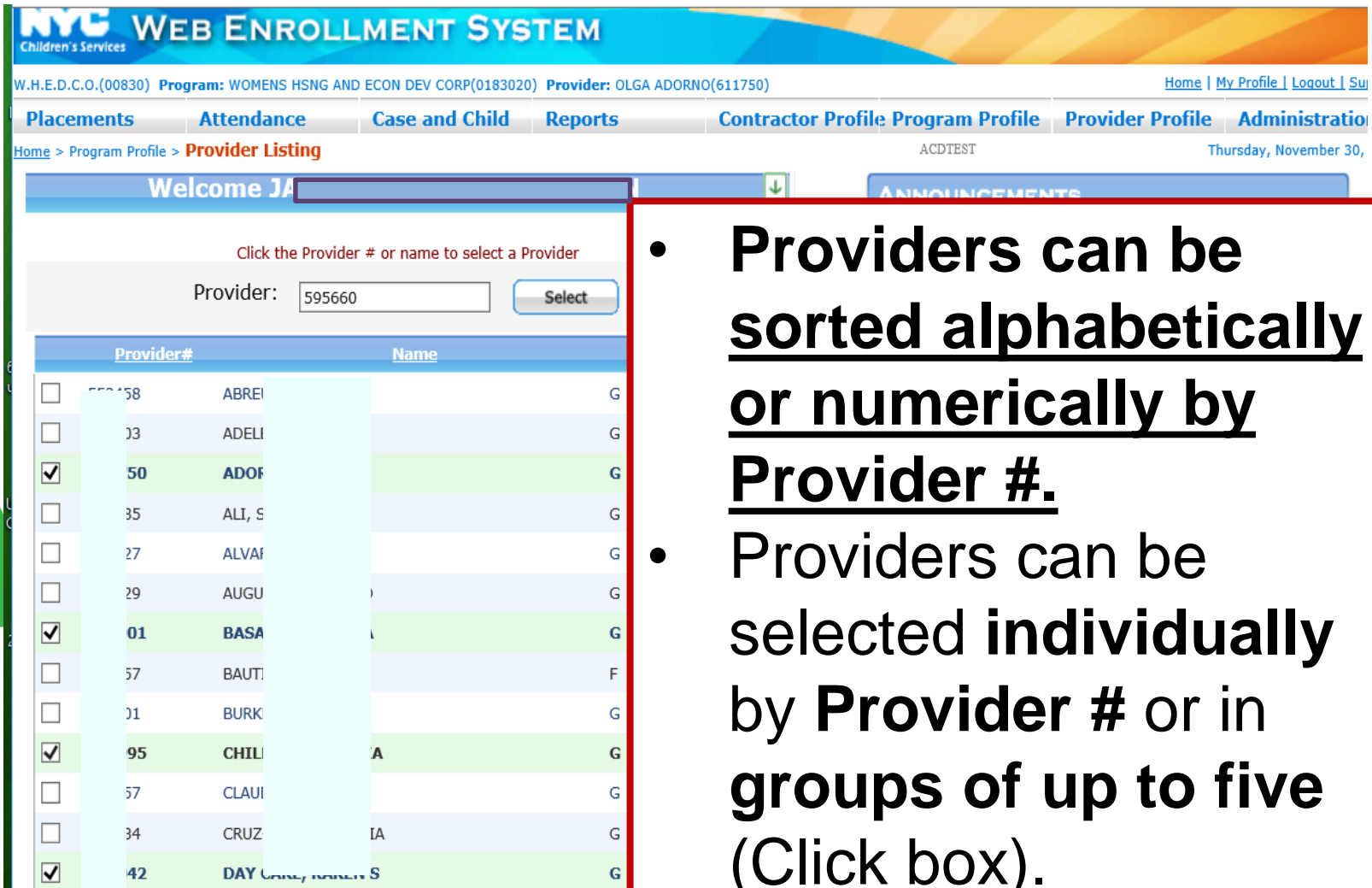
Days, Session and Hours Open

Checked = Days Open
 Unchecked = Days Closed

☒ Monday ☒ Tuesday
☒ Wednesday ☒ Thursday
☒ Friday ☐ Saturday
☐ Sunday ☐ Holiday

Open Time: **08:00** Close Time: **06:00**

FCCN Provider Listing



NYC WEB ENROLLMENT SYSTEM
Children's Services

W.H.E.D.C.O.(00830) Program: WOMENS HSNG AND ECON DEV CORP(0183020) Provider: OLGA ADORNO(611750) [Home](#) | [My Profile](#) | [Logout](#) | [Su](#)

[Placements](#) [Attendance](#) [Case and Child](#) [Reports](#) [Contractor Profile](#) [Program Profile](#) [Provider Profile](#) [Administration](#)

[Home](#) > [Program Profile](#) > **Provider Listing** ACDTEST Thursday, November 30,

Welcome JA [redacted]

Click the Provider # or name to select a Provider

Provider:

Provider#	Name	
<input type="checkbox"/> 58	ABREI	G
<input type="checkbox"/> 03	ADELI	G
<input checked="" type="checkbox"/> 50	ADOF	G
<input type="checkbox"/> 35	ALI, S	G
<input type="checkbox"/> 27	ALVA	G
<input type="checkbox"/> 29	AUGU	G
<input checked="" type="checkbox"/> 01	BASA	G
<input type="checkbox"/> 57	BAUTI	F
<input type="checkbox"/> 01	BURK	G
<input checked="" type="checkbox"/> 95	CHIL	G
<input type="checkbox"/> 57	CLAU	G
<input type="checkbox"/> 34	CRUZ	G
<input checked="" type="checkbox"/> 42	DAY	G

- Providers can be sorted alphabetically or numerically by Provider #.
- Providers can be selected **individually** by **Provider #** or in **groups of up to five** (Click box).

FCCN Provider Listing

NYC WEB ENROLLMENT SYSTEM
Children's Services

W.H.E.D.C.O.(00830) Program: WOMENS HSNG AND ECON DEV CORP(0183020) Provider: OLGA ADORNO(611750) [Home](#) | [My Profile](#) | [Logout](#) | [Su](#)

Placements | **Attendance** | **Case and Child** | **Re**

[Home](#) > [Program Profile](#) > **Provider Listing**

Welcome

Click the Provider # or name to select a Provider

Provider:

	Provider#	Name
<input type="checkbox"/>	ABRI	S
<input type="checkbox"/>	ADEI	WU
<input checked="" type="checkbox"/>	ADO	A
<input type="checkbox"/>	ALI,	
<input type="checkbox"/>	ALVA	ICIA
<input type="checkbox"/>	AUGI	DRED
<input checked="" type="checkbox"/>	BAS	IPITA
<input type="checkbox"/>	BAUT	DRA
<input type="checkbox"/>	BURI	LE
<input checked="" type="checkbox"/>	CHI	INNIA
<input type="checkbox"/>	CLAU	ALIA
<input type="checkbox"/>	CRU	MARIA
<input checked="" type="checkbox"/>	676042	DAY CARE, KAREN'S

FCCN Provider Listing

NYC WEB ENROLLMENT SYSTEM
Children's Services

IAC FAMILY SRVCS INC(00217) Program: HIGHBRIDGE ADVISORY CNCIL(0121725) Home | My Profile | Logout | Help

Placements Attendance Case and Child Reports Contractor Profile Program Profile Provider Profile Administration

Home > Program Profile > **Provider Listing** Tuesday, August 29, 2017

Welcome JA

Welcome to the Web Enrollment System (WES), an online system designed for New York City contracted EarlyLearn Group Day Care providers to improve enrollment data, streamline reporting and manage enrollment. WES uses current technology to enable providers to update enrollment and attendance online.

Click the Provider # or name

Provider: 016954

Provider#	Name
<input checked="" type="checkbox"/> 016	A, FELIX
<input type="checkbox"/> 036	VEZ, CAR
<input type="checkbox"/> 037	MARY
<input type="checkbox"/> 040	I, ANGELA
<input type="checkbox"/> 120	O, LYDIA
<input type="checkbox"/> 128	DORLA
<input type="checkbox"/> 130	IUS, J
<input type="checkbox"/> 170	AN, MERCE
<input type="checkbox"/> 200	LO, RAMONA
<input type="checkbox"/> 207	ZAR, LOURDES
<input type="checkbox"/> 209	O, GRACE
<input type="checkbox"/> 209	S, JUANA
<input type="checkbox"/> 264	O, SEGUNDA
<input type="checkbox"/> 322	IA, ELSA

1 2 3

FCCN Program Profile– Provider Listing
Gives access to list of FCC Providers of the FCCN; to **Manage Roles** and monitor **Enrollment and Attendance**.

Select a Provider by:

- Entering the Provider's Number or
- Clicking the Provider's box from the list

FCCN Page #s- This FCCN List has 3 pages of providers.

FCCN Provider Listing

Search / Selection

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: GLORIA RIVERA(043370) [Home](#) | [My Profile](#) | [Logout](#) | [Sup](#)

[Placements](#) [Attendance](#) [Reports](#) [Contractor Profile](#) [Program Profile](#) [Provider Profile](#) [Administration](#)

[Home](#) > [Program Profile](#) > [Provider Listing](#) ACDTEST Thursday, September 14, 2017

Maximum Tab limit is 5.

Welcome J

Click the or name to select a Provider

Provider:

Provider#	Provider Name	License
<input checked="" type="checkbox"/> 001070	JENKINS, ELI	F
<input type="checkbox"/> 003030	WERTZ, CE	F
<input checked="" type="checkbox"/> 043370	RIVERA, GLORIA	G
<input checked="" type="checkbox"/> 061600	ANDI, MARY	
<input checked="" type="checkbox"/> 236770		
<input checked="" type="checkbox"/> 318690		
<input type="checkbox"/> 335140		
<input type="checkbox"/> 339480		
<input type="checkbox"/> 411195		
<input type="checkbox"/> 412829		
<input type="checkbox"/> 422729		
<input type="checkbox"/> 431782		
<input type="checkbox"/> 431784	TORAL, LA	G
<input type="checkbox"/> 436215	TAIN,	F
<input type="checkbox"/> 436215		

NOTICES

- Revised Fee Schedule effective 6-5-17
- Vocational/Educational Training Verification 2017

All modules are accessible to Super-Users. All modules *except* the Administration module are accessible for Program Users after Provider Selection.

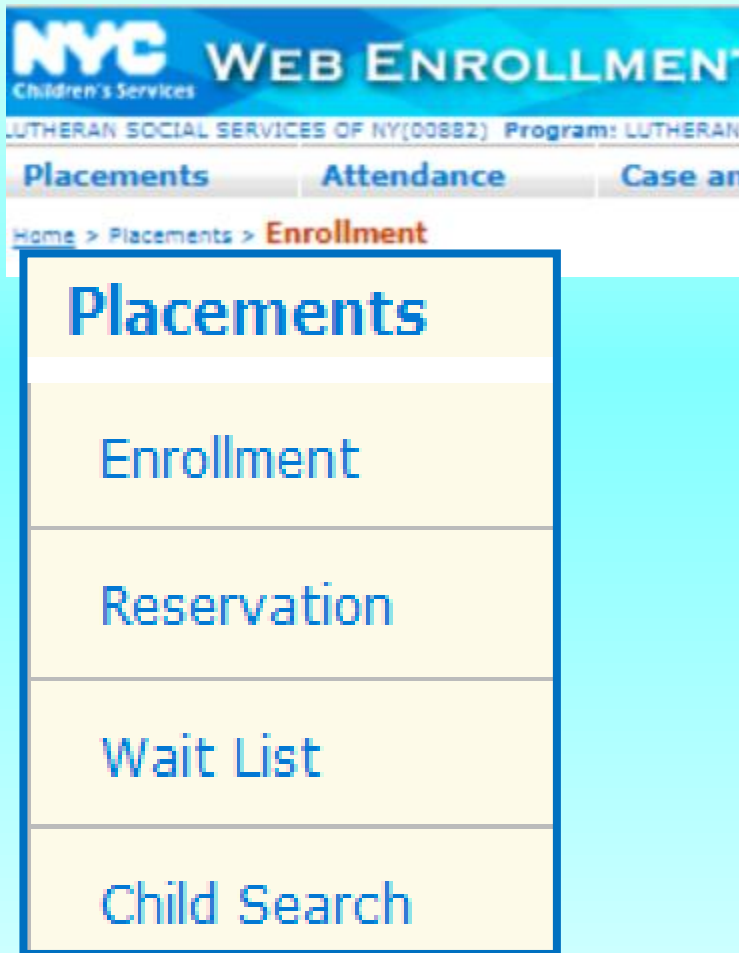
All Users can Select up to 5 Providers at one time by Provider Name or Provider #.



Placements Module



FCCN Placements Module



- **Electronic Versions of Rosters**
- **Enrollment** = Children currently attending the program
- **Reservation** = Eligible children *soon* to be attending the program (will be enrolled in a short period of time)
- **Waitlist** = Eligible children expressing interest in attending the program
- **Child Search** = A Tool to look-up a child using 8-digit case number + 2-digit child suffix number

FCCN Placements

Enrollments – Blue Sorts Row

Home > Placements > Enrollment ACDTEST Monday, September 18, 2017

Voucher Children 8 out of 14 certify cases with an "O" or Recert Date in Red children with a "D1" or "F9".

1 004160 2 3 11 (x) 4 5 (x) 6 440735 (x) 7 447862 (x)

Details	Child Name	Case Number	Sfx	DOB	Age	L	C	Start Date	Elig Ind	Elig Code	Weekly Fee	Code	End Date	C	V	Recert Date	Action	Action Code	Action Date
1	CHARLES, TAMOYA	40608377	01	06/29/14	3.02	P		07/01/17	EL	DU	15			C		08/17	None		
2	JOSLYN DAVIS, XAIA ARIEL	40631246	01	08/05/15	2.01	T		07/18/17	EL	DU	15			C		11/17	None		

- 1. Details** – Mouseover the Magnifying icon to see individual child / Case information.
- 2. Child Name** – Alphabetical re-sort option
- 3. Case Number / Suffix** – ACCIS Case #- Numeric re-sort option
- 4. Date of Birth / Age /Level of Care** - Numeric re-sort option
- 5. Start Date**- Numeric re-sort option
- 6. Eligibility Indicator / Code/ Weekly Fee / Code**
- 7. End Date** - Numeric re-sort option

FCCN Placements-Enrollment

NYC WEB ENROLLMENT

Children's Services

LUTHERAN SOCIAL SERVICES OF NY(00882) Provider: CARMEN BORGES(952930)

Home | My Profile | Support | Logout

Placements Attendance Reports Contractor Profile Program Profile Provider Profile Administration

Home > Placements > Enrollment

Voucher Children 0 out of 4

882 J BRO () VENUE 221

ACDTRAIN 00882S1 Friday, July 17, 2020

Uses with an "ND", "RO" or Recert Date in Red, drop children with a "DI" or "F9".

524963 (x) 688527 (x) 952930 (x) Select a Provider (+)

Details	Child Name	Case Number	Sfx	DOB	Age	L C	Start Date	Elig Ind	Elig Code	Weekly Fee	Code	End Date	C V	Recert Date	Action	Action Code	Action Date
1	BARTLE, ADAM	1888715		04/08/2014	6												
2	BEN																
3	BON																
4	DAL																
5	VEN																

Save Cancel

Each tab shows the individual provider's Name and Contact information (via Mouseover) as well as each provider's enrollment information.

FCCN Placements - Enrollments

NYC WEB ENROLLMENT SYSTEM
Children's Services

RIENDS OF CROWN HGTS EDUC(00457) Program: FRIENDS OF CROWN HEIGHTS(0345723) Provider: LAVEI 5) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

[Placements](#) [Attendance](#) [Reports](#) [Contractor Profile](#) [Program Profile](#) [Provider Profile](#) [Administration](#)

[Home](#) > [Placements](#) > **Enrollment** ACDTEST Monday, September 18, 20

Voucher Children 8 out of 14

Recertify cases with an "ND", "RO" or Recert Date in **Red**, drop children with a "DI" or "F9".

Details	Child Name	Case Number	Sfx	DOB	Age	L C	Start Date	Elig Ind	Elig Code	Weekly Fee	Code	End Date	C V	Recert Date	Action	Action Code	Action Date
1	CHAR				3.02	P	07/01/17	EL	DU	15			C	08/17	Pend Dep	PD	
2	JOSLY				2.01	T	07/18/17	EL	DU	15			C	11/17	None		
3	LORD				2.04	T	12/01/16	EL	DU	15			C	11/17	None		
4	MORF DWAY				3.00	P	09/01/16	EL	CC	30			C	11/17	None		
5	RICKE				2.10	T	12/12/16	EL	DU	15			C	12/17	None		

- Enrollment Actions can be taken for each child, on behalf of each provider selected from the list.
- **Action** Options here are: **"None," "Pending Departure," & "Drop."**
- Each action requires an **"Action Code"** and **"Action Date."**
- WES will highlight advisories, such as, ***"Recertify cases with an "ND", "RO" or Recert Date in Red, drop children with a "DI" or "F9".***

FCCN Placements – Enrollments Action Options

1

2

3

4

20-CHILD TOO OLD FOR PROGRAM
21-NO PT SVC FOR PRESCHOOL/KINDER
22-FAMILY MOVED
23-NON-PAYMENT OF FEES
24-POOR ATTENDANCE
25-TRANSFER TO ANOTHER PROGRAM
26-AT PARENT'S REQUEST
27-INAPPROPRIATE PLACE FOR CHILD

1. Action Options are: “None, Pending Departure & Drop.”
2. “Drop” Action Codes: # 20 – 32
3. Pending Departure Code = “PD” (Auto-insert)
4. Action Date – Select any future date.

FCCN Placements - Reservations

NYC Children's Services **WEB ENROLLMENT SYSTEM**

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: JENNIFER PHILLIP(339480) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

[Placements](#) [Attendance](#) [Case and Child](#) [Reports](#) [Contractor Profile](#) [Program Profile](#) [Provider Profile](#) [Administration](#)

[Home](#) > [Placements](#) > **Reservation** ACDTEST Monday, September 11, 2017

Selected
1 out of 1

Recertify cases with an "ND", "RO" or Recert Date in **Red**, drop children with a "DI" or "F9".

[Select a Provider \(+\)](#)

Details	Child Name	Case Number	Sfx	DOB	Age	L C	Eliq Ind	Eliq Code	Code	End Date	Resv Date	Recert Date	Action	Action Code	Action Date
1	EISI			07 01/04/14	3.08	P	EL	CC			08/31/17		None		

[Save](#) [Cancel](#)

Reservation- The options here are to either **enroll** the child **or cancel** the reservation..

All actions require "**Action Date**" Cancellations require "**Action Code**".

FCCN Placements -Waitlist

EB ENROLLMENT SYSTEM

SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: JENNIFER PHILLIP(339480) [Home](#) | [My P](#)

[Attendance](#) [Case and Child](#) [Reports](#) [Contractor Profile](#) [Program Profile](#) [Provider Profile](#) [A](#)

Wait List ACDTEST Monday

Important: To make an enrollment or reservation you must follow Priority(PR) and Wait Date Order.

(x) 236770 (x) 339480 (x) [Select a Provider \(+\)](#)

Wait Date	Child Name	Case Number	Sfc	DOB	Age	LC	Elig Ind	Elig Code	Recert Date	Action	Action Co
1/12/17	MONTF			05/16	1.04	I	EL	CC	01/18	None <input type="button" value="v"/>	<input type="checkbox"/>
5/17/15	VALERI			2/20/13	4.00	T	EL	CC	06/18	None <input type="button" value="v"/>	<input type="checkbox"/>
4/11/17	MORDA			1/16/15	2.01	T	EL	CC	04/18	None <input type="button" value="v"/>	<input type="checkbox"/>
1/29/15	FERREI			1/15/14	3.03	I	EL	CC	01/18	None <input type="button" value="v"/>	<input type="checkbox"/>
4/21/17	MALDO			1/18/15	2.00	T	EL	CC	04/18	None <input type="button" value="v"/>	<input type="checkbox"/>
4/11/16	MELENI			1/20/14	3.03	T	EL	CC	10/17	None <input type="button" value="v"/>	<input type="checkbox"/>
3/17/17	PETERK			1/25/14	3.07	P	EL	CC	03/18	None <input type="button" value="v"/>	<input type="checkbox"/>
3/20/17	BALTAZ			1/12/16	0.09	I	RO	DU	06/17	None <input type="button" value="v"/>	<input type="checkbox"/>
3/02/17	VINCEN			1/03/14	3.07	P	EL	DU	07/18	None <input type="button" value="v"/>	<input type="checkbox"/>
5/07/16	MIRABA			1/02/14	2.10	T	RO	DU	06/17	None <input type="button" value="v"/>	<input type="checkbox"/>
7/24/17	FERREI			1/08/16	1.06	I	EL	CC	07/18	None <input type="button" value="v"/>	<input type="checkbox"/>
3/05/17	RODRIG			1/12/15	1.09	T	EL	CC	06/18	None <input type="button" value="v"/>	<input type="checkbox"/>

There is **ONE WAITLIST** for the FCCN. Some FCCNs have providers in several boroughs but still have **ONE WAIT LIST** for the FCCN.

FCCN Placements – Child Search

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: VERONICA GARCIA(702060) [Home](#) | [My Profile](#) | [Logout](#) | [S](#)

[Placements](#) [Attendance](#) [Reports](#) [Contractor Profile](#) [Program Profile](#) [Provider Profile](#) [Administration](#)

[Home](#) > [Placements](#) > **Child Search** ACDTEST Friday, September 15

Enter your search criteria and click **Search**. To erase the numbers you entered click **Cancel**.

Child Last Name: Child First Name: Date of Birth:

Case Last Name: Case First Name:

Case Number: Child Suffix:


**Child Search via
Child & Case Names
and Child D.O.B.**

OR


**Child Search via
ACCIS Case #
(Suffix is Optional)**

**Voucher Cases can be verified here.
The Voucher Code Description can be
viewed via “Mouseover” over the
Voucher code**

Elig. Ind.	Elig. Code	Voucher	First Name	Last Name	SSN	Child Code	Voucher Code
EL	CC	IV	Y	N	N	29	IV - FSA Voucher



ATTENDANCE MODULE



FCCN – Attendance Module

The screenshot shows the NYC Web Enrollment System interface. At the top, there's a blue header with the NYC logo and 'WEB ENROLLMENT SYSTEM'. Below it, the user is logged in as 'ST. CHRISTOPHER-OTILIE(00621)' for the 'Program: SCO FAMILY OF SERVICES(086)'. There are three main tabs: 'Placements', 'Attendance', and 'Reports'. The 'Attendance' tab is selected, showing two options: 'Monthly FDC Attendance' and 'View Monthly Attendance'. A red box highlights these two options. Below the tabs, there's a search bar labeled 'Provider:' with a dropdown menu. Below that is a table with columns 'Provider#' and 'Name'. The table lists several providers, some with checkboxes in the first column.

Provider#	Name
<input checked="" type="checkbox"/> 021	IMEN
<input checked="" type="checkbox"/> 061	CK, MICHELLE
<input checked="" type="checkbox"/> 063	
<input checked="" type="checkbox"/> 064	ER, VIVIAN
<input checked="" type="checkbox"/> 152	SHEILA
<input type="checkbox"/> 172	INE
<input type="checkbox"/> 206	ARIA
<input type="checkbox"/> 323	CHRISTIANA
<input type="checkbox"/> 330	IATASHA

The Attendance Module consists of two options:

- **Monthly FDC Attendance** for data entry – for Users assigned “**Write**” roles in Attendance and
- **View Monthly Attendance** – for Users assigned “**Read**” roles in Attendance; viewing **only**

FCCN - Attendance Module

WEB ENROLLMENT SYSTEM

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: VERONICA GARCIA(702060)

Placements Attendance Reports Contractor Profile Program Profile

Home > Attendance > Monthly FDC Attendance

Type	Operating Days	Holidays	Other Pd Days	Other Non Pd Days
Contract	21	1	0	0

Selected 8 out of 8

Service Month/Year 07/2017

001070 (x)

685942

Details	Child Name	Child Number
1	BRICE, JULIAN	40575750-01
2	NUNEZ	
3	AZEMAR	
4	BRICE,	
5	DELVA,	
6	PIERRE,	
7	POLYCA	
8	POLYCA	

CERTIFICATION

Please read the statements shown below, and respond by clicking "Yes, I agree" button or the "No, I do not agree" button.
Note: If you do not agree with the statements you will not be able to submit your attendance.

I, understand and certify that:

- I am identified by the User ID and Password I used at
- I am authorized to submit attendance information for this organization.
- I certify that all data including attendance and fee information reported on this page is true and correct.

Yes, I agree

No, I do not agree

P		08/01/16	1						
P		02/01/17	1						
P		11/01/16	18	08/30/17	1				
P		05/02/16	1	1	C	20	19	5	5
P		02/01/17	1	1	C	20	20	5	5
								60	0

Save

Cancel

The certification prompt appears when accessing the Attendance Module the first time in each WES session. It is another level of security embedded in WES.

Attendance Module

Monthly Attendance Features

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: VERONICA GARCIA(702060) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

Place **Attendance** **Reports** **Contractor Profile** **Program Profile** **Provider Profile** **Administration**

Home > **1** > **Monthly FDC Attendance**

ACDTEST Friday, September 15, 2017

2

Type	Operating Days	Holidays	Other Pd Days	Other Non Pd Days	Max Weeks
Contract	21	1	0	0	5

Selected 8 out of 8 **3** Service Month/Year **07/2017** Attend

4 **001070** (x) **685942** (x)

Type	Infant	Toddler	Preschool	School-Age	All L/C
Contract	0	2	6	0	8

5

Details	Child Name	Child Number	L/C	OSIS#
1	BRICE,	50-01	T	
2	NUNEZ,	16-01	T	
3	AI	67-02	P	
4	BRICE,	50-02	P	
5	DELVA,	78-01	P	
6	PIERRE	83-02	P	
7	POLYCA	19-01	P	
8	POLYCA	19-02	P	

- Summary of the month's attendance information (Total # of):**
 - Operating Days
 - Holidays
 - Other Paid Days (E.G. Approved PD days)
 - Other NON-Paid Days
 - Maximum # of Weeks
- Enrollment by Level of Care**
- Month Active for Attendance data entry**
- Provider(s) Info Tabs**
- Child List / Information**

Be Sure to Save!

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: VERONICA GARCIA(702060) Home | My Profile | Logout | Support

Placements Attendance Reports Contractor Profile Program Profile Provider Profile

Home > Attendance > Monthly FDC Attendance

ACDTEST

Type	Operating Days	Holidays	Other Pd Days	Non Pd Days	Max Weeks
Contract	21	1	0	0	5

Selected 8 out of 8 Service Month/Year 07/2017

001070 (x) 685942 (x) 702060 (x) Select a Provider (+)

Details	Child Name	Child Number	L/C	OSIS#	Start Date	Term Code	End Date	Other Pd Days Max	Num	C/V	Days Max	Att				
1	BRIC		T		05/01/16			1	1	C	20	19				
2	NUNI		T		09/12/16			1	1	C	20	19				
3	AZEN				05/01/16			1	1	C	20	20				
4	BRIC				08/01/16			1	1	C	20	19				
					/17			1	1	C	20	20				
					/16	18	08/30/17	1	1	C	20	20	5	5	15	60
					/16			1	1	C	20	19	5	5	0	0
					/17			1	1	C	20	20	5	5	60	0

Save Cancel

Attendance can be entered for the current and previous month.

•**Save** after entering attendance data for **each** Provider

For Training Purposes Only - NYCDOE-
DECE-PDS WES Training for FCC - jcg

FCCN – Attendance - Save Screen

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: SONIA CUMBERBATCH(335140) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

Placements **Attendance** **Reports** **Contractor Profile** **Program Profile** **Provider Profile** **Administration**

Home > Attendance > **Monthly FDC Attendance** ACDTEST Friday, September 15, 2017

Type	Operating Days	Holidays	Other Pd Days	Other Non Pd Days	Max Weeks
Contract	21	1	0	0	5

Type	Infant Toddler	Preschool	School-Age	All L/C
Contract	1	3	0	11

Selected 11 out of 11 **Service Month/Year** 07/2017 Attendance has not been submitted for children with red lines in red. **Not submitted Children = 1**

043370 (x) 236770 (x) 318690 (x) 335140 (x) [Select a Provider \(+\)](#)

Details	Child Name	Child Number	L/C	OSIS#	Start Date	Term Code	End Date	Other Max	Days	C/V	Days Max/Att	Weeks Max/Att	Wkly Fee	Fee Col	FT Days	
1	KHAI	-02	I		01/23/17				1	C	20	19	5	5	15	0
2	ALVA	-02	T		07/01/17				1	C	20	20	5	5	15	0
3	ALVA	-01	T		05/01/16				1	C	20	20	5	5	0	0
4	GREY	-01	T		03/01/16			1	1	C	20	17	5	5	45	194
5	HARI	-04	T		03/01/17			1	1	C	20	19	5	5	15	75
6	HOLI	-01	T		10/01/16			1	1	C	20	14	5	5	33	0
7	MENI	-02	T		07/31/17			0	0	C	1	1	1	1	15	0
8	SILLI	-03	T		07/01/17			1	1	C	20	19	5	5	15	70
9	BONI	-01	P		08/01/16		08/25/17	1	1	C	20	19	5	5	15	60
10	CUSI	-04	P		06/01/17			1	1	C	20	14	5	5	15	0
11	SILLI	-02	P		06/01/17			1	1	C	20	20	5	5	0	0

Save **Cancel**

FCCN – Attendance – Verification Screen

NYC WEB ENROLLMENT SYSTEM
Children's Services

CATHOLIC CHAR N'HOOD SVC INC(00004) Program: CATHOLIC CHAR N'HOOD SVC INC(0300410) Provider: SONIA CUMBERBATCH(335140) [Home](#) | [My Profile](#) | [Logout](#) | [Support](#)

Placements | **Attendance** | **Reports** | **Contractor Profile** | **Program Profile** | **Provider Profile** | **Administration**

Home > Attendance > **Monthly FDC Attendance**

Error for Case #/Child 40580982/02: Days entered is above maximum days. Maximum days is 20
Update Status for Case #/Child 40580982/01: Attendance entry was successfully processed
Update Status for Case #/Child 40439650/02: Attendance entry was successfully processed

Type	Operating Days	Holidays	Other Pd Days	Other Non Pd Days	Max Weeks
Contract	21	1	0	0	5

Type	Infant	Toddler	Preschool	School-Age	All L
Contract	1	7	3	0	11

Selected 11 out of 11 Service Month/Year **07/2017** Attendance has not been submitted for children with names in red. **Not submitted C**

043370 (x) 236770 (x) 318690 (x) 335140 (x) Select a Provider (+)

Details	Child Name	Child Number	L/C	OSIS#	Start Date	Term Code	End Date	Other Pd Days	C/V	Days	Weeks	Wkly Fee			
								Max	Num	Max	Alt				
1	KHU	-02	I		01/23/17			1	1	C	20	19	5	5	15
2	ALV	-02	T		07/01/17			1	1	C	20	25	5	5	15
3	ALV	-01	T		05/01/16			1	1	C	20	20	5	6	0
4	GRI	-01	T		03/01/16			1	1	C	20	17	5	5	45
5	HAI	-04	T		03/01/17			1	1	C	20	19	5	5	15
6	HOI	-01	T		10/01/16			1	1	C	20	14	5	5	33
7	MEI	-02	T		07/31/17			0	0	C	1	1	1	1	15
8	SIL	-03	T		07/01/17			1	1	C	20	19	5	5	15
9	BOI	-01	P		08/01/16	26	08/25/17	1	1	C	20	19	5	5	15
10	CUZ	-04	P		06/01/17			1	1	C	20	14	5	5	15
11	SIL	-02	P		06/01/17			1	1	C	20	20	5	5	0

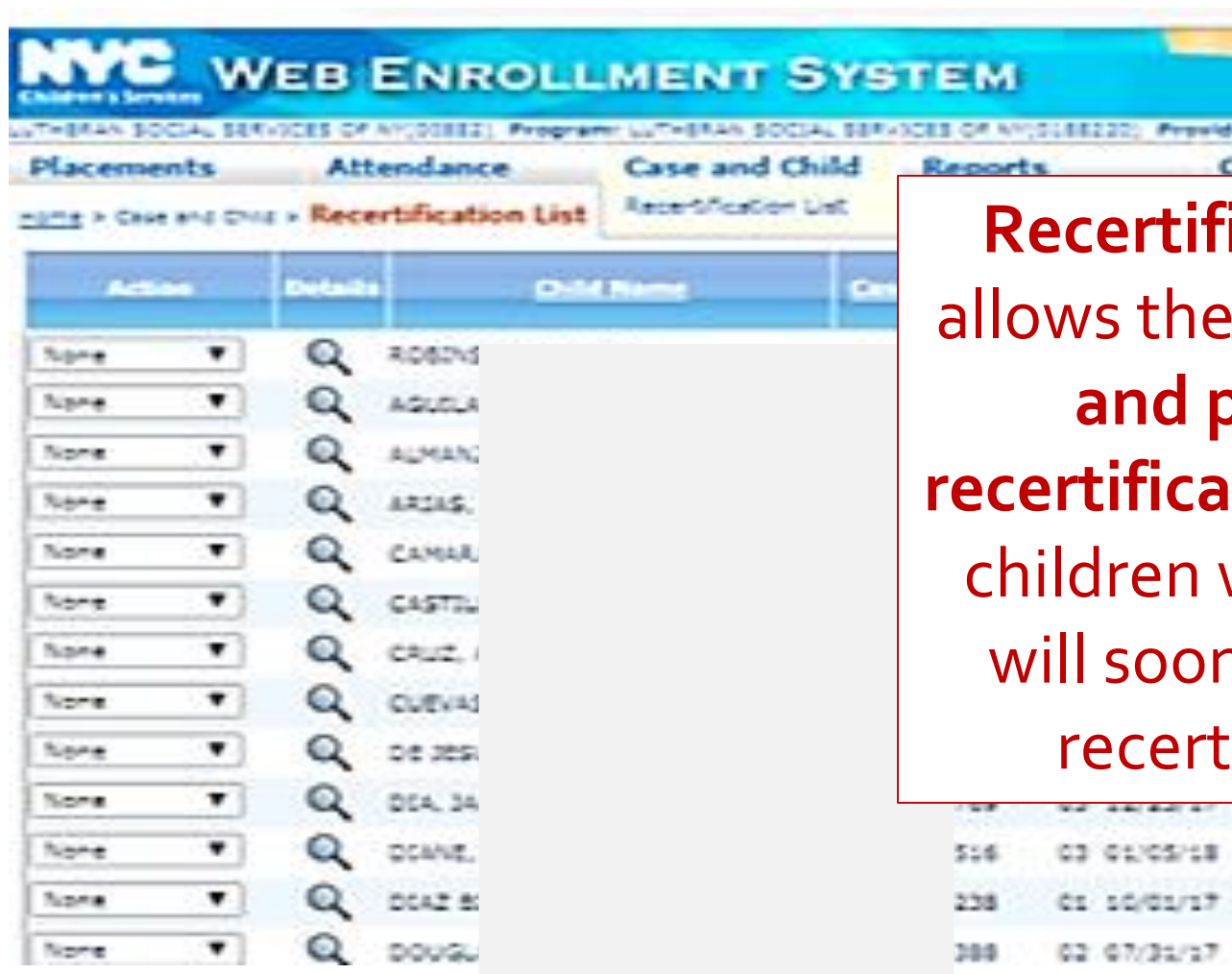
WES gives verification. Check anything highlighted in **RED** for correction. ("WES Error message")



Case and Child Module



FCCN Case and Child



The screenshot displays the 'NYC WEB ENROLLMENT SYSTEM' interface. The 'Case and Child' tab is selected, showing a 'Recertification List'. The table lists children with columns for 'Action', 'Details', 'Child Name', and 'Date'. The 'Action' column contains a 'None' dropdown menu for each row. The 'Details' column contains a magnifying glass icon. The 'Child Name' column lists names such as RODRIG, AGUILA, ALMANO, ARIZAS, CAMAR, CASTRO, CRUZ, QUEVAS, DE JES, DIA, DA, DOMIN, DOAZ B, and DOUGU. The 'Date' column shows dates like 03/01/18, 01/10/17, and 02/07/17.

Action	Details	Child Name	Date
None ▼	🔍	RODRIG	
None ▼	🔍	AGUILA	
None ▼	🔍	ALMANO	
None ▼	🔍	ARIZAS	
None ▼	🔍	CAMAR	
None ▼	🔍	CASTRO	
None ▼	🔍	CRUZ, I	
None ▼	🔍	QUEVAS	
None ▼	🔍	DE JES	
None ▼	🔍	DIA, DA	
None ▼	🔍	DOMIN	
None ▼	🔍	DOAZ B	
None ▼	🔍	DOUGU	

Recertification List allows the user to **view** and **print the recertification form** for children whose cases will soon be due for recertification.

Case and Child Module Recertification List

Case and Child Recertification List

[Home](#) > [Case and Child](#) > **Recertification List**

Action	Details	Child Name	Case Number	Sfx	DOB	Age	L C	Start Date	Elig Ind	Elig Code	Code	End Date	C V	Recert Date
None ▼	🔍	ABALO,	1301	02	04/21/18	2.02	T	10/28/19	EL	DU			C	09/20
None ▼	🔍	ABUBA	1448	02	03/23/18	2.03	T	10/08/19	EL	DU			V	09/20
None RePrint	🔍	ACOSTA	1195	01	02/24/19	1.04	I	09/30/19	EL	CC			C	08/20
None ▼	🔍	ADEYEI	1221	03	02/19/19	1.05	I	04/26/19	EL	CC			V	09/20
None ▼	🔍	ADEYEI	1221	01	08/13/16	3.11	P	09/01/19	EL	CC			V	09/20

The **FCCN Recertification List** provides Reprint options as well as case details for each enrolled child.



Reports Module



FCCN Reports Module

The screenshot shows the 'NYC WEB ENROLLMENT SYSTEM' header. Below it, a 'Reports' menu is highlighted with a red bracket, listing 'Enrollment Reports', 'Attendance Reports', and 'Reprint Case Notices'. Below the menu, there is a search bar with the text 'or name to select a P'. At the bottom, a table lists providers with checkboxes, provider numbers, and names.

	Provider#	Name
<input checked="" type="checkbox"/>	025	RMEN
<input checked="" type="checkbox"/>	061	ICK, MICHELLE

Reports Module is comprised of:

- Enrollment Reports
- Attendance Reports
- Reprint Case Notices

Remember, a **minimum of 1 / maximum of 5 Providers** must be selected from the Provider Listing ***before*** accessing the Reports Module.

FCCN ENROLLMENT Reports

[Placements](#)[Attendance](#)[Case and Child](#)[Reports](#)

[Home](#) > [Reports](#) > **Enrollment Reports**

These reports will use popup windows. Popup blocker must be disabled from your browser.

REPORT LIST

List#	Report Title
1	FDC Enrollment Report
2	FDC Program Statistics
3	FDC Action Tracking Report

FCC Enrollment Reports are:

- FDC Enrollment
- Program Statistics
- FDC Action Tracking Report

FCCN - Enrollment Reports

http://10.253.32.109/TestSite/Reports/ReportLoader.aspx?rpt=FDC_Enrollment&reportFormat=Print - Internet Explorer

FDC Enrollment Report

Contractor/Program #: 0 Contractor/Program Type: FF/FDC
 Program Name: F As of Date/Time: 11/22/2017 10:31:04 AM

Use this report to review your enrollments/reservations and record the actions you will enter in WES Placements.
 Children with recert dates in bold must be recertified.

Enrollments Total = 93

Provider Number: 000030 Provider Name: E JYE Total Enrollments: 7

Eligible Enrolled Children = 7
 Children with an "ND" or "RO" must be recertified.

#	Child Name	Case Number	Sfx	DOB	Start Date	Elig Ind	Code	End Date	Recert Date	Action	Action Code	Action Date
1	AC	LAR	40	01	09/04/15	07/17/17	EL		07/18			
2	ACH	NANA	40	09	02	12/14/16	07/17/17	EL	07/18			
3		MUDU	40	01	02	03/28/15	03/20/17	RO	09/17			
4		MIR	40	01	01	10/19/13	04/03/17	RO	09/17			
5	JEA	NNA	40	01	02	02/11/16	11/01/17	EL	04/18			
6		SH	40	01	02	09/29/13	12/28/16	EL	12/17			
7	NIC	VIELEE	40	03	01	09/17/15	07/17/17	EL	07/18			

Provider Number: 000111 Provider Name: FA LTZ Total Enrollments: 4

This report can be used to review enrollments / reservations and record the actions (to be) entered WES Placements.

FCCN Enrollment Statistics Report

> Program Statistics

ACDTRAIN

0008252

Program Statistics

Model Tp: FC

Level Of Care	FDC	GFDC	Enrl	Current Placements		
				Rsrv	WL	PD
Infant	101	8	126	4	19	1
Toddler	294	6	236	5	10	0
Preschool	182	5	107	0	3	0
School-Age	1	1	2	0	0	0
All Levels of Care	578	20	471	9	32	1

Level Of Care	FTE Enrollments				FTE Reservations			
	FDC FT	GFDC FT	FDC PT	GFDC PT	FDC FT	GFDC FT	FDC PT	GFDC PT
Infant	10	8.40	0	0.00	116	116.00	0	0.00
Toddler	9	7.11	0	0.00	227	213.38	0	0.00

The same statistical information seen in the **Program Profile** module can be printed as a report from the **FCCN Enrollment Report** module.

Web Enrollment System (WES)

FDC Program Statistics

Contractor/Program #:

Contractor/Program 1

Program Name:

IAL SERVICES OF

As of Date/Time: 7/17/2020 3:29:29 PM

Your program statistics are shown below. These statistics reflect your program placements as of the date and time indicated above. You should review your program statistics to ensure that they are correct each time you enter WES. These up-to-date data are provided so you can monitor your program enrollment and take the actions needed to maintain full-enrollment.

If you think your program statistics are incorrect, please update your Placements by adding or dropping children, if necessary. Then, review your statistics again. If the statistics are still incorrect, contact your Resource Area for assistance.

Thank you.

FDC PROGRAM STATISTICS

LEVEL OF CARE	FDC	GFDC	CURRENT PLACEMENTS			
			Enrl	Rsrv	WL	PD
Infant	101	8	126	4	19	1
Toddler	294	6	236	5	10	0
Preschool	182	5	107	0	3	0
School-Age	1	1	2	0	0	0
All Levels of Care	578	20	471	9	32	1

LEVEL OF CARE	FTE Enrollments				FTE Reservations			
	FDC FT	GFDC FT	FDC PT	GFDC PT	FDC FT	GFDC FT	FDC PT	GFDC PT
Infant	10	8.40	0	0.00	116	116.00	0	0.00
Toddler	9	7.11	0	0.00	227	213.38	0	0.00
Preschool	10	7.90	0	0.00	97	76.63	0	0.00
School-Age	0	0.00	0	0.00	0	0.00	2	0.80
All Levels of Care	29	23.41	0	0.00	440	406.01	2	0.80

Total Enrolled slots: 471

Total Reserv slots: 9

Total Enrolled FTE: 430.22

Total Reserv FTE: 8.70

Total Available Enrolled FTE: 49.82

Total Available Reserv FTE: 41.12

FCCN Enrollment Action Tracking Report

Report Criteria: Select Date range

NYC WEB E
Children's Services
LUTHERAN SOCIAL SERVICES OF NY(00822); Program: LUTHERAN SOCIAL SERVICES OF NY(008222); Provider: QUEENSBORO DISTRICT(008047)

[Home](#) > [Reports](#) > **Enrollment Reports**

ACDTRAIN 008222 Friday, July

These reports will use popup windows. Popup blocker must be disabled from your browser.

List#	Report Title
1	FDC Enrollment Report
2	FDC Program Statistics
3	FDC Action Tracking Report

REPORT CRITERIA
Please Enter a Start Date, End Date.

Start Date:

End Date:

REPORT CRITERIA
Please Enter a Start Date, End Date.

Start Date:

End Date:

REPORT CRITERIA
Please Enter a Start Date, End Date.

Start Date:

End Date:

July, 2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: July 17, 2020

FCCN Enrollment Reports Action Tracking

9/20/2017 11:51:43 AM
Administration for Children's Services
Division of Child Care and Head Start
Web Enrollment System (WES)

FDC Action Tracking Report

Contractor/Program #: 00621/0862120
Program Name: SCO
Contractor/Program #:
As of Date/Time:

FDC ACTION TRACKING REPORT

This report lists the actions taken for your program on the date or date range y below. It has the total number of actions taken, and the User ID, date, time and actions for each placements update session. It shows the actions on Enrollment Reservations, Waiting List and Child Search and Placements.

If you find that an action was taken in error, contact your Resource Area for as

Date Range: Start Date: 08/01/2017 End Date: 09/20/2017

USERID: DGUIY621 Total Actions: 20

Enrollments = 7

#	Provider Number	Child Name		Case Number	Stx	DOB	L	C	Start Date	Elig Ind	End Date	Recen Date
		Last	First									
1	025			788	02				07/01/17	EL	08/02/17	05/18
2	677			366	02				05/01/16	EL	09/01/17	
3	584			600	02				09/01/17	EL		03/18

This report lists the actions taken for the program on the **date or date range entered in Report Criteria.**

It has the total number of actions taken, the User(s') ID's, date, time and numbers of actions taken for each Placements update session.

It shows the actions taken in **Enrollments, Reservations, Waitlist and Child Search.**

If you find an action was taken in error, contact your **Family Welcome Center representative and /or Email: WESHELP@schools.nyc.gov**

FCCN ATTENDANCE Reports

The screenshot displays the NYC Web Enrollment System interface. At the top, the header includes the NYC Children's Services logo and the text "WEB ENROLLMENT SYSTEM". Below this, a navigation bar contains links for "Placements", "Attendance", "Case and Child", "Reports", "Contractor Profile", "Program Profile", "Provider Profile", and "Ac". The "Attendance" link is highlighted. The main content area shows the "Attendance Reports" section with a sub-header "REPORT LIST". This section contains a table with three rows of report titles. To the right of the report list is a "REPORT CRITERIA" box with input fields for "Start Date" and "End Date", and a "View Report" button.

NYC Children's Services WEB ENROLLMENT SYSTEM

LUTHERAN SOCIAL SERVICES OF NY(00882) Program: LUTHERAN SOCIAL SERVICES OF NY(0188220) Provider: BUZZY BEE DAYCARE CORP.(715490) Home | My Prof

Placements Attendance Case and Child Reports Contractor Profile Program Profile Provider Profile Ac

Home > Reports > Attendance Reports ACDTRAIN 00882S2 M

These reports will use popup windows. Popup blocker must be disabled from your browser.

List#	Report Title
1	FDC Attendance and Fee Record
2	FDC Child Attendance Detail Report
3	FDC Attendance Action Tracking Report

REPORT CRITERIA

Please Enter a Start Date, End Date.

Start Date: 06/01/2020

End Date: 07/17/2020

View Report

Each Attendance Report also requires Date Range Criteria.
FCCN Attendance Reports are:

1. FDC Attendance and Fee Record
2. FDC Child Attendance Fee and Detail Report
3. FDC Attendance Action Tracking Report

FCCN- Attendance and Fee Record

Report Criteria offers a drop-down selection of **previous months** completed for accessing monthly report.

The screenshot displays the NYC Web Enrollment System interface. At the top, the header includes the NYC logo and the text 'WEB ENROLLMENT SYSTEM'. Below the header, a navigation bar contains links for 'Placements', 'Attendance', 'Case and Child', 'Reports', 'Contractor Profile', 'Program Profile', 'Provider Profile', and 'Administration'. The 'Attendance Reports' section is active, showing a list of reports and a criteria selection dropdown.

REPORT LIST

List#	Report Title
1	FDC Attendance and Fee Record
2	FDC Child Attendance Detail Report
3	FDC Attendance Action Tracking Report

REPORT CRITERIA

Please Select a Month

01/2020 ▼

01/2020

12/2019

11/2019

FCCN Child Attendance Detail Report

The screenshot displays the NYC WEB ENROLLMENT SYSTEM interface. At the top, the header includes the NYC logo and the text "WEB ENROLLMENT SYSTEM". Below the header, there is a navigation bar with tabs: "Placements", "Attendance", "Case and Child", "Reports", "Contractor Profile", "Program Profile", "Provider Profile", and "Administration". The "Attendance" tab is currently selected. The main content area shows the "Attendance Reports" section. A message states: "These reports will use popup windows. Popup blocker must be disabled from your browser." Below this message, there are two panels. The "REPORT LIST" panel contains a table with three rows:

List#	Report Title
1	FDC Attendance and Fee Record
2	FDC Child Attendance Detail Report
3	FDC Attendance Action Tracking Report

The "REPORT CRITERIA" panel contains a dropdown menu labeled "Please Select a Month". The dropdown menu is open, showing a list of months from 08/2019 to 12/2019. The month 12/2019 is currently selected.

Report Criteria offers a drop down menu of previous months to select for payments records. The selection must be at least two months previous to the current month for payment record availability.

FCCN- Child Attendance Detail Report

This report provides detailed and comprehensive attendance / payment information for the timeframe requested.

PRINT DATE: 01/29/20 ACS/CCHS - WES WES-CAD/Nov. 2017		WEB ENROLLMENT SYSTEM (WES) CHILD ATTENDANCE DETAIL REPORT (WES-CAD)																		
Contractor #: 00457 Contractor Name: FRIE GTS Contractor Address: 671- ACE BRC		Program #: 034 Program Name: FRI HEIGHTS Program Address: 671 BRC																		
Attendance Month: August 2019 Total Weekdays in Month: 22 Holidays: 0		Nonpaid Closed Days in Month: 0 Paid Closed Days in Month: 0 * Attendance days greater than max allowed + Special needs absences apply † Special needs absences and rates apply																		
Provider Number: 009811 Provider Name: SHULAMIS GOLDSTEIN Total Enrollments: 10																				
Attendance Month: 08/19																				
#	Child Name	Child Number	H R	L C	6 Mos Begin	Child Days							Serv Amt	Wk Fee	Fee Wks	Fee Due	Net Amt	TC	E D	
1	GAB/ A	406	F	I	07/19	22	0	0	0	5+	5	0	22	971.08	94	4	376	595.08		
2	GENI IDECHAI	406	F	I	07/19	22	0	0	0	0+	0	0	22	971.08	209	4	836	135.08		
3	KIRZI UCH	404	F	I	07/19	22	0	0	0	2+	2	0	22	971.08	26	4	104	867.08		
4	RUDI ER	404	F	I	03/19	22	0	0	0	11+	11	0	22	971.08	23	4	92	879.08	13	09/2
5	ZEITL	406	F	I	05/19	22	0	0	0	1+	1	0	22	971.08	24	4	96	875.08		
6	GENI I AEL	406	F	T	06/19	22	0	0	0	1	1	0	22	912.78	0	4	0	912.78		
7	KIRZI SA RIVKA	404	F	T	05/19	22	0	0	0	3	3	0	22	912.78	0	4	0	912.78		
8	BARC	404	F	P	07/19	22	0	0	0	1	1	0	22	773.74	0	4	0	773.74		
Adjustments - Attendance Month: 07/19																				
#	Child Name	Child Number	H R	L C	6 Mos Begin	Child Days							Serv Amt	Wk Fee	Fee Wks	Fee Due	Net Amt	TC	E D	
1	RUDICH, MEYER	40453418-07	F	I	03/19	21	1	1	1	11+	11	1	23	1015.22	23	5	115	900.22	13	09/2

FCCN Attendance Detail Report

Each Attendance Detail Report includes monthly payment records for each child/ each provider/ each level of care, as well as **grand totals paid to program.**

Contractor Address: 6 [REDACTED] CE BROOKLYN, NY, 11216		Program Address: 671-E [REDACTED] BROX [REDACTED]		Toddler	35.17	23.97	
				Preschool	35.17	23.97	
				School Age	18.46	18.46	
Attendance Month: August 2019 [REDACTED]				Program	GFDC FT	GFDC PT	
Total Weekdays in Month: 22		Nonpaid Closed Days in Month: 0		* Attendance days greater than max allowed	Infant	44.14	29.95
Holidays: 0		Paid Closed Days in Month: 0		+ Special needs absences apply	Toddler	41.49	28.19
				! Special needs absences and rates apply	Preschool	35.17	23.97
					School Age	18.46	18.46

Grand Totals for Program													
Totals By Month/Year and Level of Care											Budget ID: FY20E		
MM/YY - L/C	Child Days					Serv Amt	Wk Fee	Fee Wks	Fee Due	Net Amt	Previous		
	AD	AB	CA	OP	CL						CL	Net Amt	Net Diff
08/19 - Infant	542	15	10	0	552	24053.10	877	94	3821	20232.10			
08/19 - Toddler	895	5	0	0	895	36840.95	940	159	3593	33247.95			
07/19 - Toddler	176	22	15	7	198	7909.12	166	40	755	7154.12	199	7195.61	-41.49
05/19 - Toddler	189	9	9	9	207	8282.30	174	37	711	7571.30	207	7571.30	0
08/19 - Preschool	620	35	25	0	645	22684.65	742	116	2963	19721.65			
07/19 - Infant	131	1	1	4	136	5676.67	83	30	735	4941.67	138	5029.95	-88.28
05/19 - Infant	119	6	6	5	130	5411.83	175	23	601	4810.83	130	4810.83	0
07/19 - Preschool	88	0	0	4	92	3235.64	48	20	484	2751.64	92	2751.64	0
05/19 - Preschool	82	6	6	4	92	3235.64	170	17	820	2415.64	92	2415.64	0

FCCN- Attendance Action Tracking Report

Web Enrollment System (WES)
ATTENDANCE ACTION TRACKING REPORT (AAT)

Contractor/Program #: 0041
 Program Name: FRIE

This report lists the actions taken for your program on the service month and year selected and entered. It has the total number of actions taken, the service month and year, User ID, date, taken in attendance module by each User within the date range.

Date Range: Start Date: 1/2/2020 12:00:00 AM End Date: 7/20/2020 12:00:00 AM

USERID: HECTORFCC2 Total Actions: 188

Attendance Actions: 188

#	Service Mn/Yr	Provider Number	Child Name		Child Number	L/C	Age	Start Date	Term Code	End Date	Other Pd Days		C/V	Days		Weeks		Wkly Fee	
											Max	Num		Max	Att	Max	Att		
1	01/20	3	80	ABDUVA		29-01	I	1.06	01/13/20			2	0	C	13	0	3	0	118
2	01/20	0	11	BARONJ		12-07	I	0.08	01/24/20			1	1	C	5	5	1	1	15
3	01/20	0	51	BOBOKP		35-02	I	1.10	10/01/19			3	3	C	20	20	4	4	15
4	01/20	7	00	BURAHJ		18-02	I	1.02	08/26/19			3	3	C	20	20	4	4	15
5	01/20	7	70	CHERYJ		54-01	I	1.06	11/01/19			3	3	C	20	20	4	4	15
6	01/20	3	40	FROMOJ		68-06	I	1.07	02/08/19			3	3	C	20	20	4	4	15
7	01/20	0	11	GABAYJ		32-01	I	1.03	07/22/19			3	3	C	20	20	4	4	15
8	01/20	0	11	GENUTH		78-03	I	1.01	07/29/19			3	3	C	20	20	4	4	209
9	01/20	4	35	GODDAF		48-03	I	1.07	09/09/19			3	3	C	20	20	4	4	37
10	01/20	0	11	GUTFRE		68-07	I	0.10	11/13/19			3	3	C	20	20	4	4	15
11	01/20	4	72	HALLMA		22-01	I	1.08	09/23/19			3	3	C	20	20	4	4	26
12	01/20	6	92	JOHNKY		08-02	I	1.05	04/29/19			3	3	C	20	20	4	NA	0
13	01/20	0	50	KANARE		65-07	I	1.06	02/21/19			3	3	C	20	20	4	4	15
14	01/20	0	11	KIRZNEF		87-07	I	1.07	01/21/19			3	3	C	20	20	4	4	15
15	01/20	7	15	LAFONT		32-01	I	1.04	08/26/19			3	3	C	20	20	4	4	15
16	01/20	6	1145	LIVINGSONE, JON		047-01	I	1.07	01/31/20			0	0	C	1	0	0	0	39

NYC WEB ENROLLMENT SYSTEM
 Children's Services

157) Program: FRIENDS OF CROX Provider: ELI S 92

Home | My Profile | Support | Log Out

Placements Attendance Case and Child Reports Contractor Profile Program Profile Provider Profile Administration

Home > Reports > Attendance Reports

ACDTRAIN 0045753 Monday, July 20, 2020

These reports will use popup windows. Popup blocker must be disabled from your browser.

REPORT LIST

List#	Report Title
1	FDC Attendance and Fee Record
2	FDC Child Attendance Detail Report
3	FDC Attendance Action Tracking Report

REPORT CRITERIA

Please Enter a Start Date, End Date.

Start Date: 06/01/2020

End Date: 07/20/2020

[View Report](#)

This report lists all actions taken by each user assigned to the FCCN within the date range requested. It is a great tool for transparency and verification.

FCCN Reports

Reprint Case Notices

NYC Children's Services WEB ENROLLMENT SYSTEM

ST: CHILD ENROLLMENT (0001) Program: SC (0000) Provider: KENNEDY CENTER (003211)

Placements Attendance Case and Child

[Home](#) > Reports > **Reprint Case Notices**

These reports will use popup windows. Popup blocker must be disabled.

List#	Report Title
1	Child Enrollment Confirmation
2	Placement Notice
3	Notice Of Mail-In Recert of Elig for child care services

Case Notices include:

- Child Enrollment Confirmation
- Placement Notice
- Recertification Package
(Also located in Case and Child Module)

FCCN Reports Reprint Case Notices

Child Enrollment Confirmation

September 11, 2019
Program # 232

Dear YESHIVA ENROLLMENT,

We are pleased to confirm the following new enrollment(s).

Child's Name	Case # - Sfx	Birth Date	Voucher#	Level of Care	*Rate (Daily)	Start Date	Recert Date
ELAZ	0579194-06	12/25/2010	1012019-9	Pre School	35.07	08/26/2019	10/1/2019

Eligibility
Parents or guardians are eligible for child care benefits as long as they maintain their eligibility status. If they lose their eligibility, ACS will mail you in advance a Notice of Intent to Discontinue indicating the date that child care payments will be terminated. ACS assumes no responsibility for child care payments for time prior to the start date or following the termination date.

Payment Information
You will receive a list of children in your care on an ACS-1 (Child Attendance and Fee Record) at the end of each month. You must report attendance within five (5) days of receipt of the ACS-1. ACS may not pay for attendance

Recertification Form (18 pp)

NYC DOE - OFFICE OF STUDENT ENROLLMENT
P.O. BOX 377
MAPLEWOOD, NJ 07040

NYC Department of Education
Chancellor Richard A. Carranza

NYC Administration for Children's Services
Commissioner David A. Hansell

LEC
153: 1
BRC: 230-7005

Date: 2/4/20
Case Number: 406

**NOTICE OF CHILD CARE
ELIGIBILITY REDETERMINATION**

Eligibility determinations for child care assistance originally due for recertification in March and April 2020 and postponed due to COVID-19 must be completed and submitted by July 14, 2020 in accordance with state policy (20-OCFS-ADM-06). Please complete the enclosed application along with all required documentation so that we can determine if you are eligible to continue to receive child care assistance.

Child Placement Notice

FWC 333 7TH AVENUE
333 7TH AVENUE 12th FLOOR
NEW YORK, NY 10001

NYC Department of Education
Chancellor Richard A. Carranza

LEON 1535 I
BROC STREET Apt. 1ST FL
11230

07/15/2020 PLACEMENT NOTICE ACCIS Case #: 406

Child Name and ID	Placement Status	Program/Provider
ISA 406	Currently Enrolled Start Date: 9/2/2019	ALL MY Program ISIL NA
LUI 406	Currently Enrolled Start Date: 7/15/2019	FRIEN Program MIRIAM

FEES
Based on your current family size and income, the weekly fee that you must pay is \$ 0, effective 7/15/2020.
This fee is payable to: FRIENDS OF CROWN HEIGHTS
This fee may change upon enrollment of another child within your family, or upon enrollment termination of an enrolled child.

The Enrollment Confirmation and Placement Notice each include the weekly fee and case details for each child. All of these reports/ forms can be printed.

WES Resources and Contacts

Important WES Contact Information

Juniper – Login help Call HRA Help Desk:
718-510-0550 or Email: HRA-DSS DATA SECURITY
ADMIN at: MISSECURITYADMIN@dss.nyc.gov

WES Help – Use the [Support](#) link or Email:
WESHELP@schools.nyc.gov

ATTENDANCE ASSISTANCE, E-MAIL DARU*
STAFF AT: WESAttendance@schools.nyc.gov

JAMES ALLEN - JAllen37@schools.nyc.gov

LEE FRANKLIN - LFranklinmurray@schools.nyc.gov

JUDY SELBY - JSelby@schools.nyc.gov

ANITA WESTON – AWeston2@schools.nyc.gov

***Day Care Attendance Review Unit**

Specialized E-Mailboxes

WES Help Resources

Please note that in addition to the WES **SUPPORT** link and the email box WESHelp@schools.nyc.gov for all EL programs using the Web Enrollment System (WES), there are several additional specialized mailboxes:

<WESTraining@schools.nyc.gov >

Use this mailbox for any inquiries about WES trainings or send your WES Training registration forms.

CFWB.SRU.Inquiries@acs.nyc.gov – **Case Review Support & Special Referral Unit**

This mailbox should be used for inquiries regarding Priority 1 & 2 cases.

You have completed this webinar. Thank you.

Questions? Follow-up?

Please contact:

WESTraining@schools.nyc.gov

Other **DECE Training Inquiries**
Including Eligibility and Enrollment Training

Please contact:

Policytrainingteam@schools.nyc.gov

Jan Cummings-Grayson

Policy Training Team,
DECE