

TWIST ID
 CPS Choices
Case #

CHILD CARE SERVICES ATTENDANCE CARD

You are required to use the Child Care Automated Attendance (CCAA) card to report your child's attendance and absences. After you are enrolled in Child Care Services, you will automatically receive your card with instructions. Please allow 6-10 days to receive your primary card. Any additional card holder cards you request will follow. *Parents who are reapplying for services and already have a card can use the card at any child care center once they return to care. If you have any questions about the card please contact Child Care Services.*

To order your CCAA cards, please complete the information below, even if you already have a card. **PRINT legibly** the first and last name of each person you select, and be careful to provide the correct date of birth or the card holder will not be able to activate the card. Please check the appropriate box that applies to each card holder.

Primary card holder name: _____ Date of Birth: _____

Do you have your CCAA card? Yes No

You may choose up to three additional persons to pick up/drop off your children. Each person you elect will need their own card. The additional card holder must be at least 16 years of age and CANNOT be the owner, assistant director, or director of the daycare your child attends.

Additional Card Holder: Has Card Needs Card
• Name _____ Sex: Male Female
• Date of Birth _____ Relationship to you: _____

Additional Card Holder: Has Card Needs Card
• Name _____ Sex: Male Female
• Date of Birth _____ Relationship to you: _____

Additional Card Holder: Has Card Needs Card
• Name _____ Sex: Male Female
• Date of Birth _____ Relationship to you: _____

Primary card holder signature: _____ Date: _____

Mailing address: _____

Phone number: _____

Please contact your local CCS office if you have questions or need assistance.

Killeen office 254-200-2009
Temple office 254-742-4461