

COUNTY OF SUFFOLK



STEVEN BELLONE  
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF SOCIAL SERVICES

FRANCES PIERRE  
COMMISSIONER

Dear Child Care Provider:

As you may know, Suffolk County Department of Social Services (SCDSS) uses a system called **Child Care Time and Attendance (CCTA)** to improve the accuracy and timeliness of New York State's child care subsidy payments. We strongly recommend that you begin online submittal of attendance sheets via CCTA at this time.

There are several advantages to participating in CCTA online submittal. To begin, the authorization, billing and payment processes are expedited, so you can expect to receive payment sooner than you currently do. Additionally, you will be able to view child care approval authorizations online in real time, without having to wait for written notice. You will no longer need to wait for parents to sign the attendance sheet before submitting billing (although you will still need to secure their signatures and retain a copy of the signed attendance sheet in your files). Furthermore, the Department can begin its review and payment process immediately following your electronic submission of attendance sheets thereby eliminating normal delays attributable to mail delivery. Finally, you will be able to look up the payment status of bills that have been submitted, and print out summary statements of payments received. This will reduce, if not eliminate, the need to call this Department to inquire about outstanding payments, payments received, etc.

In order to participate in online submittal, you must first review and sign the **Child Care Time and Attendance User Agreement**. Please note that this form must be **notarized**, and that you must mail the original to:

Suffolk County Dept. of Social Services  
P.O. Box 18100  
Hauppauge, NY 11788  
ATTN: Web Submittal Coordinator, FCSA Child Care Bureau, 3<sup>rd</sup> Floor

Your **Provider Name** must be completed exactly the same way that checks are made payable to you from Suffolk County. Your **Provider Number** is your **Vendor ID** number. If you are not sure what that number is, please contact the Web Submittal Coordinate via email to: [SCDSS-CCTA@suffolkcountyny.gov](mailto:SCDSS-CCTA@suffolkcountyny.gov). Please note that if the form is not filled out correctly, it will be returned to you, which will delay the process of signing up your facility for online submittal.

Secondly, you must select a designee to sign into the CCTA system. The designee can be yourself or another person. You can add additional users in the future, but for the initial set up, there must be one designee. Once the designee is chosen, you will need to **email** his or her **name, date of birth and phone number** to [SCDSS-CCTA@suffolkcountyny.gov](mailto:SCDSS-CCTA@suffolkcountyny.gov). Once we receive this information, we will contact your designee by phone with a verification code so that they may sign in to CCTA.

We are looking forward to assisting you with the online submittal process.

Sincerely,

*Carleen Newlands*

Assistant Division Administrator  
FCSA Division Administrator