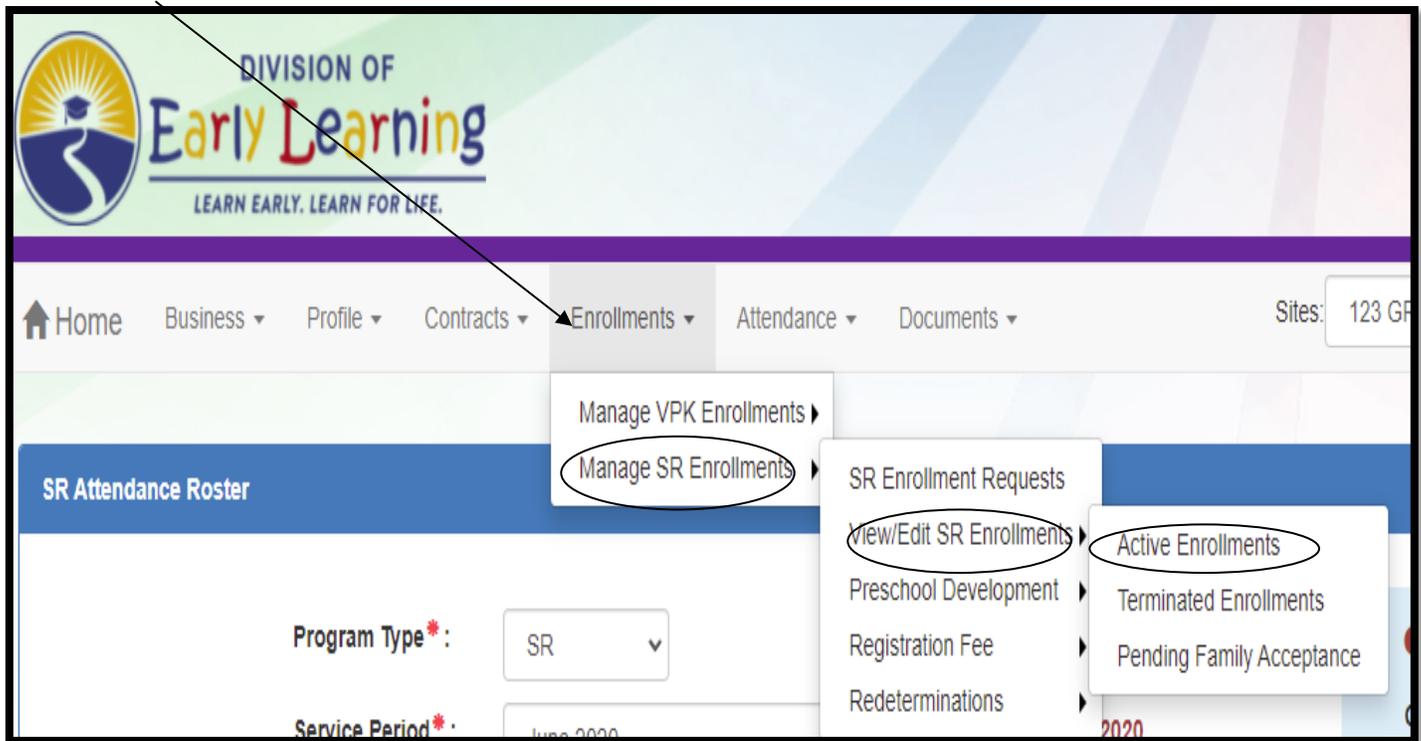


SR PROVIDERS – PAYMENT UPDATE

TERMINATE SR ENROLLMENTS

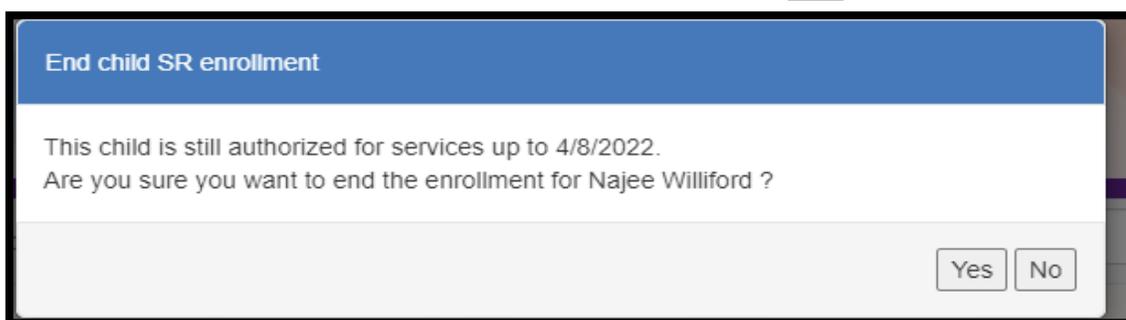
Before submitting your February 2022 attendance, terminate all children not attending as shown in the instruction below.

Select Enrollments>Manage SR Enrollments>View/Edit SR Enrollments>Active Enrollments>



Scroll down to the bottom right of the screen and select the blue **End Enrollment** button under the Action Tab for the child to be terminated

The "End child SR enrollment" question will appear – select **Yes**



The End SR Enrollment screen will appear as shown below, answer the questions

Select a Termination Reason from the drop down menu

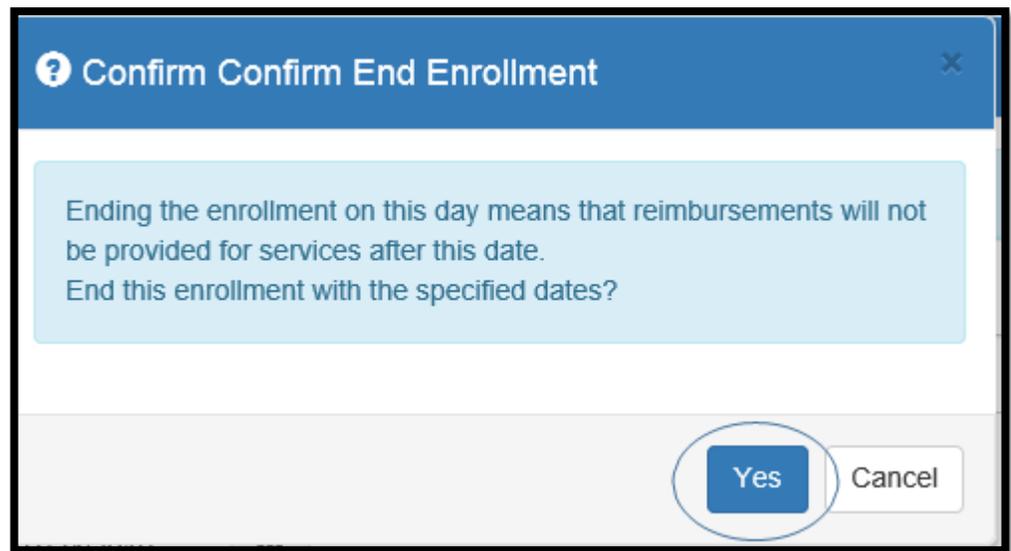
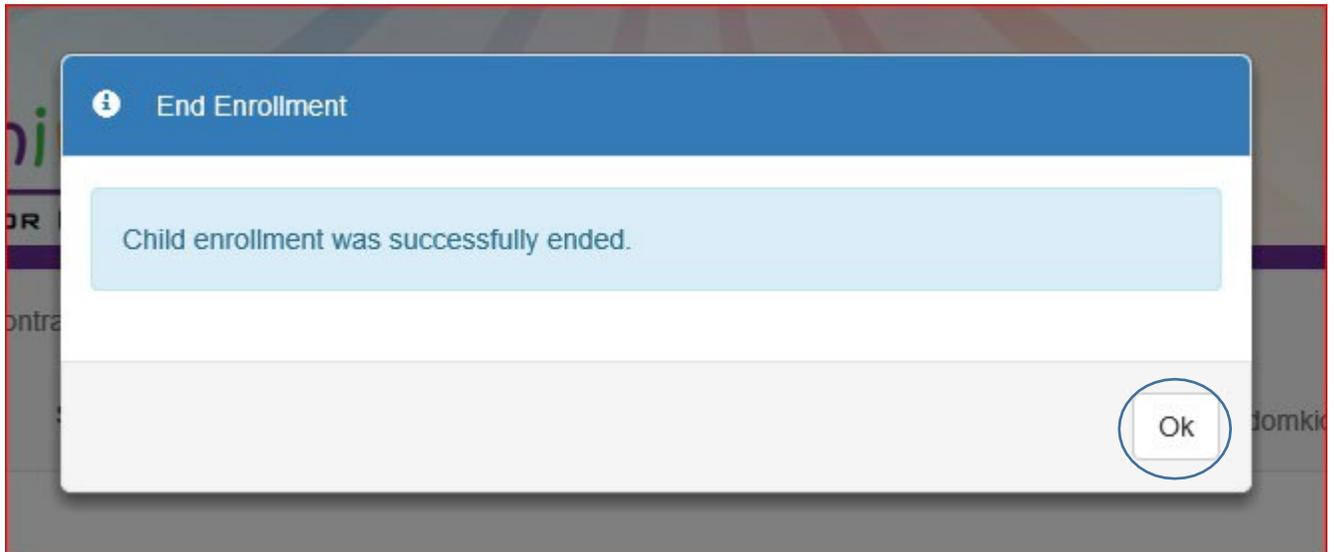
Enter **Last Attendance Date** **This date depends on the month the attendance was last submitted**

If the child last attended on 12/17/2021, then the Last Attendance Date is 2/1/2022 because January's attendance has already been submitted. If you have already submitted February's attendance, then the Last Attendance Date is 3/1/2022.

If child last attended on 2/6/2022 and you have not submitted February's attendance, then the Last Attendance Date would be 2/6/2022 because February's attendance has not been submitted. **You can enter any day from a month that the Attendance has not been submitted**. January was the last month of attendance submitted. If you submitted February attendance, you would have to enter a March date as March attendance has not been submitted.

Is there a past due parent fee? Select Yes and enter amount or select No
Is there a payment plan in place? Select Yes and upload plan or select No

Select **Save** at the bottom right and the End Enrollment screen will appear



Select OK to End Enrollment

Select **Yes**

To Confirm Confirm End Enrollment

Child is terminated and the attendance will show T's on attendance until child is officially terminated from your program.

If you have any questions or need assistance, please call or email Reimbursement

Director of Reimbursement

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