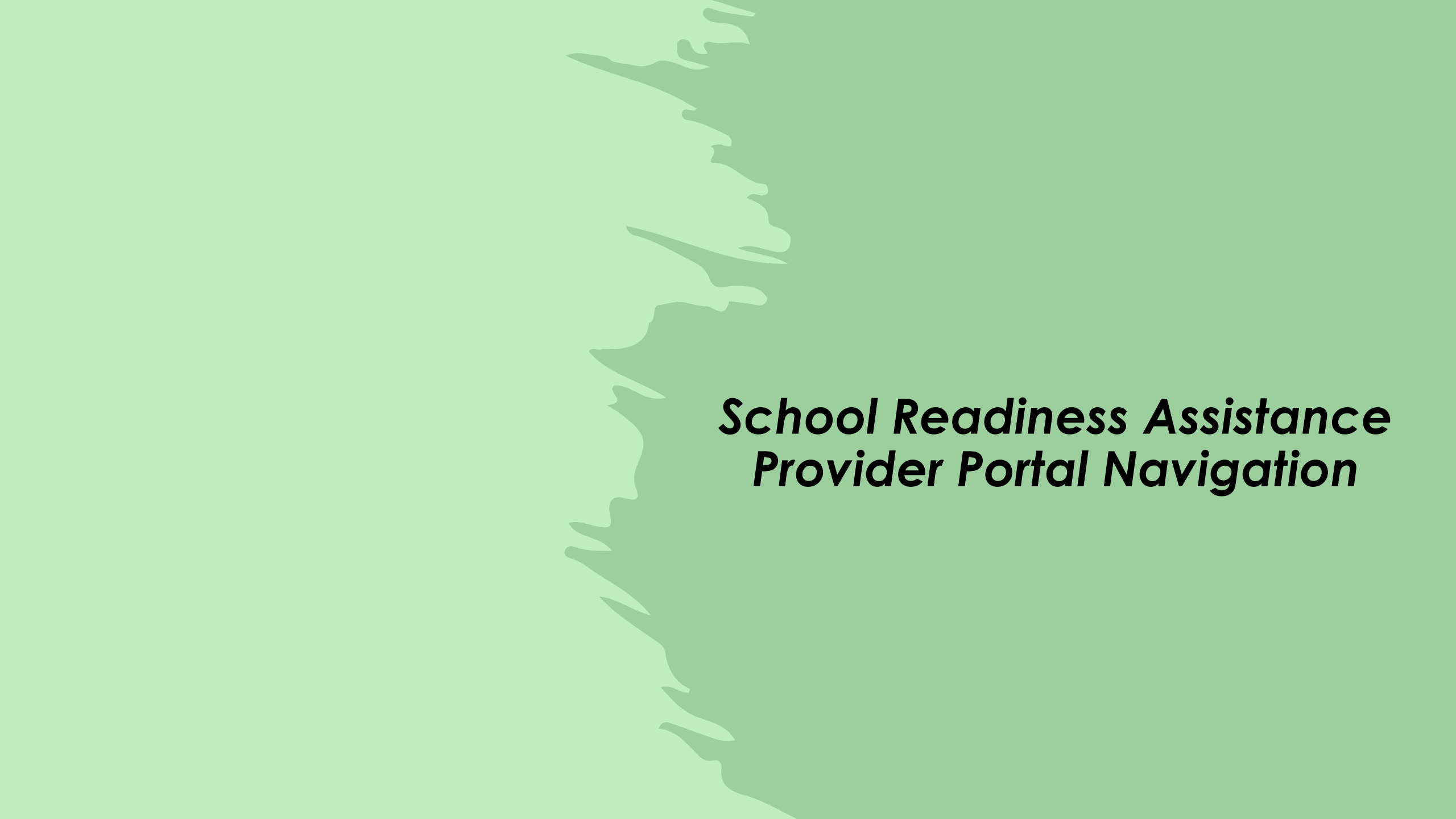




School Readiness Assistance Provider Portal Navigation

Message Board

SRA Portal Closure Reminder

Dear Providers,

We are writing to remind you that the **SRA portal will close to providers tomorrow**, Wednesday, October 1, at 11:59 PM and will remain closed until 4:00 PM on Friday, October 3, to allow for the transition to the updated rates and copayments.

We encourage all providers to **submit any remaining September billing by 11:59 PM on Wednesday, October 1, to ensure payment is processed** by Friday, October 3. For services beginning October 1, providers may submit billing requests once the system reopens at 4:00 PM on Friday, October 3.

Please review other important dates and information in [this letter](#) to ensure smooth billing and payment processing.

To support families, we provided a [calculator tool](#) and [instructional video](#) to help them estimate their monthly costs.

Thank you for supporting your families at this time of transition.

Sincerely yours,

The Office of Early Childhood

• The Message Board is where OEC posts important updates and news of any changes

 Notifications

1.

New & Updated Authorizations

Closures

2.

3.

Posted Date ↑↓

Case ID ↑↓

State ID ↑↓

Casehead Name ↑↓

Application Id ↑↓

Child Name ↑↓

Authorization Id ↑↓

☒		09/26/2025
☐		09/26/2025
☐		09/25/2025
☐		09/25/2025
☐		09/25/2025
☐		09/25/2025
☐		09/25/2025
☐		09/24/2025

3.

✓ Acknowledge Selected Notifications

- 1. The Notifications Board is under the Message board on the initial SRA Provider Portal Home page and is where new and updated authorizations for the current time period is viewable. These can be viewed in document form by clicking the grey printer icon on the left side of the screen.
- 2. New closure notices for children are listed in this section.
- 3. Once these notifications have been viewed and need to be cleared from the Notification board, click the white boxes on the left of the screen and click “acknowledge selected notifications.”

Digital Locker Tab

Digital Locker

Upload a File

Type

-- Select type --

Notes (Optional)

File Upload

 Browse file...

 Upload file

Document List

 Download Zip

	File Name	Type	Notes	Uploaded By	Upload Date
	Professional Development Day.pdf	Professional Development			
	Child Childers Attendance Records	Other			
	Provider Certification Form.pdf	Other			
	Inclement Weather Statement	Other			

• The digital locker tab is where any documentation that is needed or associated to this program should be uploaded. If OEC is requesting attendance records, upload the requested documents in this tab. This is also where any inclement weather documentation is uploaded.

Attendance Tab

Attendance Entry

<

Oct 5 - Oct 11

>

Q

Search by keyword

Name	Authorization	State ID	Absences (Month / Trimester)	Weekly Total	Oct 5 Sunday	Oct 6 Monday
Child Childers	123456		0 / 0	\$0.00		Regular Absent \$35.00
Toddler Toddler-ton	234567		0 / 0	\$0.00		Regular Absent \$35.00
Baby Infantson	345678		0 / 0	\$0.00		Regular Absent \$35.00
School Age Kiddo	456789		0 / 0	\$0.00		Regular Absent \$35.00
Kid Kiddo	567890		0 / 0	\$0.00		Regular Absent \$28.00

- The Attendance Tab is where SRA recipient's attendance is submitted to bill.
- The most common attendance types you will submit are "Regular" for when a child is present, and "Absent" for when a child is not.

Attendance Entry

<

Sep 28 - Oct 4

>

Q

Shells

Hide amount

Name	Authorization	State ID	Absences (Month / Trimester)	Weekly Total	Sep 28 Sunday	Sep 29 Monday	Sep 30 Tuesday	Oct 1 Wednesday	Oct 2 Thursday	Oct 3 Friday	Oct 4 Saturday
Child Childers	123456		0 12	\$25.50		Regular \$25.50	Regular Absent \$25.50				

- Please note attendance can only be submitted to bill for days that have already passed.
- Clicking the word “Name” will filter the entire roster alphabetically. This is helpful for when a new authorization for a child is released. They do not always end of a Friday and start on a Monday. Filtering the roster this way will show when the old authorization ends and when the new one begins.
- The “Absences (Month/Trimester)” column is a lice tracker that shows how many absences a child has used for the month and the trimester.
 - If a child has exceeded the allotted amount during this time, the option to bill absent is greyed out and will not be ablet to bill on. It is the parent's responsibility to provide reimbursement for these exceeded days.

Attendance Entry

<

Sep 28 - Oct 4

>

Show amount

Name	Authorization	State ID	Absences (Month / Trimester)	Weekly Total	Sep 28 Sunday	Sep 29 Monday	Sep 30 Tuesday	Oct 1 Wednesday	Oct 2 Thursday	Oct 3 Friday	Oct 4 Saturday
Child Childers	123456		0 / 12	\$25.50		Regular	Regular				
						\$25.50	\$25.50				

- The printer icon next to the authorization number will pull up the authorization worksheet in document form.
- Attendance corrections can only be made the same day attendance is submitted for billing. Attendance submitted can be cleared or deselected by clicking the red “x” next to the attendance. This will not be available after it goes into overnight processing.
- The “Show Amount” button will show the daily amount received for each child for each day.



Attendance Entry

< Oct 5 - Oct 11 >

Search by keyword

Hide amount

Name	Authorization	State ID	Absences (Month / Trimester)	Weekly Total	Oct 5 Sunday	Oct 6 Monday	Oct 7 Tuesday	Oct 8 Wednesday	Oct 9 Thursday	Oct 10 Friday	Oct 11 Saturday
Child Childers	123456		0 / 0	\$15.50		Inclement \$15.50		Regular \$15.50		Absent	

- If “Holiday”, “Inclement Weather”, or “Professional Development” billing types are needed, click the three dots next to the day in question. This will give a dropdown with those options.
 - Please note that billing “Holiday” is not allowed unless it is on the day the Holiday is observed.
 - “Professional Development” is not available unless a “Professional Development” request has been successfully submitted.
- Any time these options to bill are chosen, it will mark the entire roster. So please make sure that if a child is listed that doesn’t need to be billed on, that their attendance is deselect for that day.

Billing Tab

⚡Service Days Pending Processing



- Rates
- Pending Processing
- Review
- Inclement Weather
- Professional Development

Days Pending: 48
Amount Pending: \$1,037.70

Q Search by keyword

Child Name ↑↓	Authorization # ↑↓	Casehead Name ↑↓	Service Date ↑↓	Attendance Type ↑↓	Amount ↑↓	Billed Date ↑↓
Child Childers	123456	Grandma	9/30/2025	Regular	\$20.00	10/1/2025
Toddler Toddler-ton	234567					
Kid Kiddo	345678					
School Age Kiddo	456789					
Baby Infantson	567890					

- The “Pending Processing” tab will show a total of what you have submitted to bill at that current time. Please note that once this goes into overnight processing, this page will be empty

Billing Review

Active Authorizations Historical Authorizations

Search by keyword

Child Name	Authorization #	Casehead Name	Authorization Dates	Service Days	Days Pending	Amount Pending	Days In Process	Amount In Process	Days Paid	Amount Paid	Total Days Billed	Total Amount Billed
------------	-----------------	---------------	---------------------	--------------	--------------	----------------	-----------------	-------------------	-----------	-------------	-------------------	---------------------

Child Childers	123456	Grandma	10/01/2025 - 10/31/2025	23	0	\$0.00	0	\$0.00	2	\$72.00	2	\$72.00
----------------	------------------------	---------	-------------------------	----	---	--------	---	--------	---	---------	---	---------

Toddler Toddler-ton	234567	Mom	07/01/2025 - 09/30/2025	45
---------------------	------------------------	-----	-------------------------	----

Baby Infantson	345678	Aunt	07/01/2025 - 09/30/2025	66
----------------	------------------------	------	-------------------------	----

School Age Kiddo	456789	Guardian	10/01/2025 - 10/31/2025	23
------------------	------------------------	----------	-------------------------	----

Kid Kiddo	567890	Dad	10/01/2025 - 10/31/2025	23
-----------	------------------------	-----	-------------------------	----

- The Review page shows what was paid for each authorization in list form. It shows the status for the days in an authorization.
- It will automatically populate this for your active authorizations, but historical data can be viewed if need be.
- Clicking the authorization number will show an individual breakdown for that authorization.

⚡ Authorization Billing Details

Child: Child Childers
Authorization #: 123456
Pending Days: 0
Pending Amount: \$0.00

Days In Process: 0
Amount In Process: \$0.00

Casehead: Mom
Days Paid: 2
Amount Paid: \$72.00

Total Days Billed: 2
Total Amount Billed: \$72.00

Service Date ↑↓	Attendance Type ↑↓	Status ↑↓	Amount ↑↓	Billed Date ↑↓
10/01/2025	Regular	Paid	\$36.00	10/03/2025
10/02/2025	Absentee	Paid	\$36.00	10/03/2025
10/03/2025		Not Billed	\$0.00	N/A

- The top part of this page shows the total numbers for this authorization.
- The bottom part of this page will show:
 - The service dates in the authorization
 - The attendance type submitted
 - The status of the service day
 - The amount received
 - The date billing was submitted

Inclement Weather Billing

- Rates
- Pending Processing
- Review
- Inclement Weather
- Professional Development

Create New +

Facility Name

Owner Name

Date of Closure

Created By

Created Date

Status

No items found.

- The Inclement Weather page in the Billing tab is where to submit a request to bill Inclement. Please note that OEC does not receive notification of these requests, so a Ticket will need to be created to get approval.

- To start a request, click the green Create New button.

◀ Back

Create Inclement Weather Billing

Owner Name	Director John Doe	Facility Name	ABC 123 Daycare
License Number	1234	Date of Closure	10/09/2025
✓ Save			

- The date of closure will need to be listed and then save the request to continue.

◀ Back

Edit Inclement Weather Billing

Owner Name

Director John Doe

Facility Name

ABC 123 Daycare

Date of Closure

10/09/2025

Reason for Closure

Weather Related Circumstance ▼

Explanation *required

School District closed, ice on the roads are unsafe to open facility

 Attachments

File to Upload

Browse file...

+ Add attachment

Delete

Save

Submit

- Provide an explanation of why this request is being submitted and choose the Reason for Closure between “Weather Related Circumstance” or “Emergency/Extenuating Circumstance”.
- Documentation must be submitted to support this request in the form of a social media post, or newsletter from a local School District, or a letter from your utility company.
- Please note when the inclement weather is singled out to your area or your facility alone, OEC must approve your request before you can bill.

Professional Development Schedules

[Create new +](#)

Year	Training Date	Explanation	Created By	Status
------	---------------	-------------	------------	--------

No items found.

- This page is where Professional Development Requests can be viewed and created. Please note that per the CCDF Participant Agreement, OEC allows a Participant to bill “Professional Development” for five (5) calendar days out of the year. They do not roll-over.
- Staff cleaning days, paperwork days, rearranging days etc, are not considered Professional Development. This is strictly for days for training and taking the day to have Professional Development.
- To create a request, click the “Create New” button.



Professional Development Schedules

Create new +

Year

Training Date

Exp

Schedule Professional Development

×

Created By

Status

No items found.

Date

10/15/2025

Explanation

CPR Training

× Cancel

Schedule

- The Professional Development Policy states that these requests must be submitted prior to the day occurring.

- Choose the date for Professional Development and then give the title of the training being conducted.



Back

Professional Development - 10-15-2025 Draft

Date

10/15/2025

Upload new file

Explanation

CPR Training

Delete

Save

Submit

- The training agenda must be submitted here in order for the Professional Development request to be successfully completed. If this step is not completed, this request will remain in “Draft” status.
- Click the blue “Upload new file” and then choose your agenda.



◀ Back

Professional Development - 10-15-2025 Draft

Date

10/15/2025

+ CPR Training Agenda.pdf

✓ Upload

Explanation

CPR Training

Delete

- Once the file has been loaded on to this page, the green “Upload” button must be selected. This request will remain in “Draft” status if this step is not completed.
- Once the agenda has been successfully uploaded, the submit button will be green and available to submit this request.

Save

✓ Submit

Professional Development Schedules

Create new +

Year	Training Date	Explanation	Created By	Status
 2025	10-15-2025	CPR Training	Director John Doe	Submitted 

- The status of the request stating “Submitted” means the request was successfully completed. No further action is needed, and “Professional Development” can be billed.

Attendance Entry

< Oct 12 - Oct 18 >

Q Search by keyword

Show amount

Name ↑↓	Authorization ↑↓	State ID ↑↓	Absences (Month / Trimester)	Oct 12 Sunday	Oct 13 Monday * Columbus Day *	Oct 14 Tuesday	Oct 15 Wednesday (Professional Development)	Oct 16 Thursday	Oct 17 Friday	Oct 18 Saturday
---------	------------------	-------------	------------------------------------	------------------	--------------------------------------	-------------------	---	--------------------	------------------	--------------------

Child Childers

123456

0 / 0

- The day in question should have the words “Professional Development” in parenthesis when submitted successfully. No further action is needed.

Reports Tab



Reports

Report

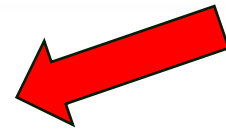
--Select Report/Notice Type-- ▾

Authorization Worksheets

Closure Notice

Remittance Report

Payment Report



- The Reports Tab is where Authorizations, Closures (notices of children no longer eligible), and Remittance Reports to reconcile payments can be viewed.

Reports

Report

Authorization Worksheets ▾

Date Posted - Start Date

10/09/2024

Date Posted - End Date

10/09/2025

Case Name

Case Number

Authorization Number

Child Name

Q Search

• These fields can be used to search for specific authorizations.

- The list of authorizations can be sorted by any of the titles below
- Clicking the grey printer Icon on the left of the screen will download the authorization in document form to view.

Authorization Worksheets

	Facility Number ↑↓	Posted Date ↑↓	Case Id ↑↓	Casehead Name ↑↓	Application Id ↑↓	Child Name ↑↓	Authorization Id ↑↓
	1234	10/01/2025	123456	Grandma	123456	Child Childers	123456
	1234	10/01/2025	234567	Mom	234567	Toddler Toddleron	234567
	1234	10/01/2025	345678	Aunt	345678	Baby Infantson	345678

Reports

Report

Closure Notice

Date Posted - Start Date

10/10/2024

Date Posted - End Date

10/10/2025

Case Name

Case Number

Search

Closure Notices

	Case Id ↑↓	Application Id ↑↓
	67890	3690
	12345	2468
	14159	1379

- Closure Notices show the notices where a child is no longer Eligible. Like the Authorization Worksheets, this page can be filtered to find the document needed.

Reports

Report

Remittance Report ▾

Check Number

Date Posted - Start Date

10/09/2024

Date Posted - End Date

10/09/2025

Search

Remittance Report

	Warrant Date ↑↓	Check Number ↑↓
	1/1/2025	Check No. 1
	2/1/2025	Check No. 2
	3/1/2025	Check No. 3

- Remittance Reports are the documents that give a payment breakdown by check number.
- Clicking the words “Warrant Date” will sort this list by most recent reports at the top.
- These reports can be searched by specific date ranges as well.
- Clicking the grey printer icon will provide details of payment.

Remittance Report

Payee Name: Director John Doe
Facility Number: 1234
AASIS Number: 1110000222
Tax Id Number: 11-10000222
Payment Method: A

Warrant Number: 000000001
Warrant Date: 1/1/2025
Warrant Total: \$950.00
Non-CCB Amount: \$0.00
Net-CCB Amount: \$950.00

Internal Order	Auth Number	Child Name	Service Date	Billed Date	Amount	Doc Ref Number	Facility	Cost Center Nbr
AB1CB123	123456	Child Childers	12/28/2025	12/31/2025	\$20.00	CCB0000001	1234	987654
AB1CB123	123456	Child Childers	12/29/2025	12/31/2025	\$20.00	CCB0000001	1234	987654
AB1CB123	123456	Child Childers	12/30/2025	12/31/2025	\$20.00	CCB0000001	1234	987654

Here is an example of a Remittance Report.

Maintenance Tab

Additional Portal Users

Facility Directors may allow additional users access to their facilities.

+ Add New User

Search by keyword

All Users

Last Name ↑↓	First Name ↑↓	Email ↑↓	Email Confirmed ↑↓	Date Granted ↑↓	Date Revoked ↑↓
 Doe	Jane	Assistant_director_Jane_Doe@emailaddress.com	Yes	04/30/2025 10:04 AM	

- This is where user access for key staff that need access to the facility in the portal can be added. Please note that they will still have to confirm their email.
- If access for an added user needs to be revoked, click the orange lock icon.
- Please note that if for entities that have multiple locations that need an added user, user access must be added individually on each facility page.

Training Tab



Participant Agreement Approved

✓ Your CCDF Program Participant Agreement has been Approved.

Your next annual refresher training will become available on **01/20/2026** and must be completed by **02/19/2026**. Failure to complete the exam by this date will result in a billing hold.

Your Participant Agreement will automatically terminate if not completed by **04/20/2026**.



- The training tab will tell you when training is available, and when it is due



Annual Refresher Training Due

The CCDF Participant Agreement Annual Refresher Training is due on 10/16/2025. Please visit the Participant Agreement Training site on time.

If you are not the appropriate person to complete this training, please notify your facility owner/director.

Failure to complete this training by the due date will result in your facility being placed on payment hold.

For questions related to CCDF Participant Agreement Training, please contact Patricia Johnson at 501-910-6507 or Patricia.M.Johnson@ade.arkansas.gov

Download Training Resources

Begin Refresher Training Exam

- If the annual CCDF refresher training is due, complete it here in the training tab. Documentation is not required the exam is passed.

Tickets Tab



Ticket List

+ Create ticket



Ticket Id ↑↓

Title ↑↓

Category ↑↓

Issue Type

↑↓

Status ↑↓

Assigned To ↑↓

Created ↑↓



[2024-TKT-SRA-1](#)

Remove Child Childers

Billing

Closed

12/09/2024 01:56 PM



[2025-TKT-SRA-0](#)

Not able to submit attendance for Kid Kiddo

Attendance Training

Closed

01/02/2025 12:20 PM

Provider Support

06/23/2025 12:05 PM

- This is where tickets can be created for any questions regarding payment, attendance, authorizations, application status updates, enrollment changes, and more. This goes to a wider group of people versus just sending an email to an individual.
- Please keep an eye on any ticket created, because OEC may leave a comment on it to get more information, or to provide an update. The view inside the ticket, please click the blue eye icon or the Ticket ID Link.
- The status of the tickets created are shown here.
- To create a ticket, click the blue “Create Ticket” button.

◀ Back to my tickets

Ticket Details

Ticket Title

Inclement Weather Closure

Ticket Id

Ticket 1

Category

Billing

Type

Status

Closed

Description

Inclement Weather request. My school district was closed because ice on the roads are unsafe to open

Attachments

File to Upload

Browse file...

+ Add attachment

File Name	Uploaded
 IMG_8406.PNG	Today's date

Comments

Provider Support

Posted date: 02/26/2025 09:34 AM

please upload to your digital locker

• Once a ticket has been created, please check back on it periodically here to see if OEC has left a comment. This may be a request for more information, or an answer to a question asked.

Change Facility

Facility Access Requests

You do not have any pending facility access requests.



Change Facility

Log out

Facilities

Facility List

Search by keyword

Request Access	Facility Id	Facility Name ↑↓	Access	Address ↑↓	City ↑↓	Zip ↑↓
✓ Access Granted	1234	ABC 123 Daycare		123 Example Street	Example	12345
	5678	ABC 123 Daycare Site 2		789 Example Avenue	Citytown	67890



- To access other facilities within the same entity, click your name in the top right of the screen and click the “Facilities” option. Click the key icon on the left side of the screen to request access.

 Message Board

 SRA Portal Closure Remind

Dear Providers,

We are writing to remind you that the SRA and copayments.

We encourage all providers to **submit** an billing requests once the system reopens

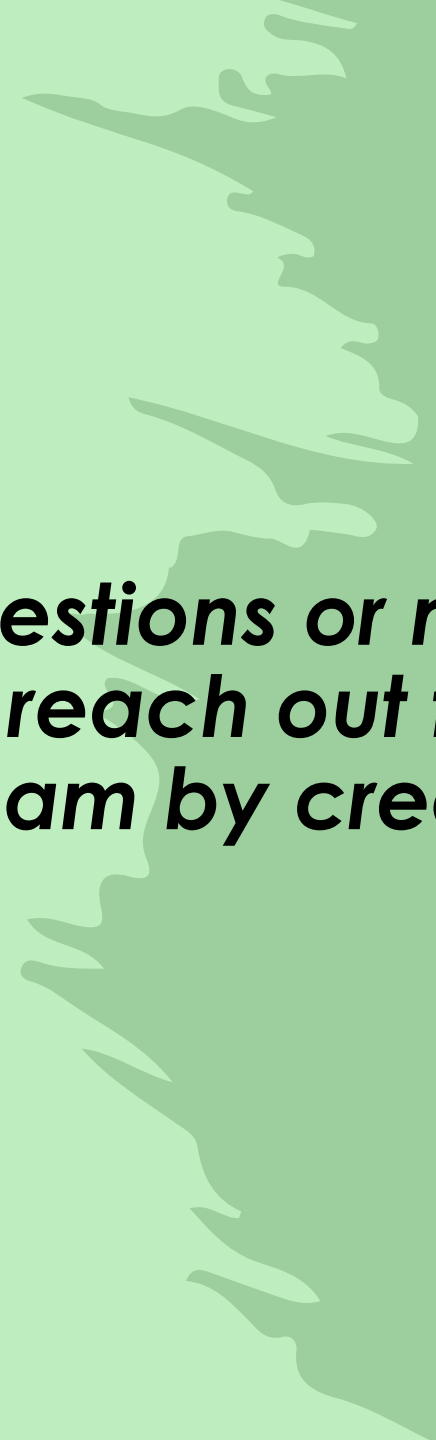
Please review other important dates and

 Change Facility 

	Facility ID	Facility Name and Address	
☐	5678	ABC 123 Daycare Site 2 789 Example Avenue, Citytown AR	Admin
☒	1234	ABC 123 Daycare 123 Example Street, Example, AR	Admin

- To toggle between facility IDs, click the bottom right of the screen, or by clicking your name at the top right and choose the “Change Facility” option.





If you have any questions or need further assistance, please reach out to the OEC Provider Support team by creating a ticket in the portal.

Thank you!