



State of Utah  
Department of Workforce Services  
**DWS PROVIDER ATTENDANCE CERTIFICATION**

I attest that as the business owner or representative authorized to manage the portal account information for this facility:

- I have reviewed each case and reported any children who were never in care or attended for less than eight hours by the 25<sup>th</sup> of this month.
- I also reported any children who have stopped attending or to my knowledge will no longer attend next month.
- I understand I can be penalized by law if I commit perjury by purposely giving false information, concealing or withholding relevant facts or information, or failing to accurately report changes.
- I understand that I am also required to report any lower negotiated rates I have for individual children, and report DWS credits for children who are still in care if I received a higher subsidy payment than what was charged to the customer. Changes reported by the 25<sup>th</sup> of the current month are made effective the following month.

Business Name: \_\_\_\_\_

Child Care License Number: \_\_\_\_\_

Month and Year I am certifying attendance for: \_\_\_\_\_

Date certification completed: \_\_\_\_\_

Provider or Authorized Representative's signature: \_\_\_\_\_

I understand that for this form to be accepted as a valid provider portal certification for the month and year listed above, this completed form must be received at the Office of Child Care or postmarked within the timeframe this certification period covers, which is between the 25<sup>th</sup> to the last calendar day of the month attendance is being certified.

The form may be emailed to [occ@utah.gov](mailto:occ@utah.gov), faxed to 801-526-4432, or mailed through the post office to Workforce Services, Office of Child Care, ATTN: Certification, 140 East 300 South, Salt Lake City, UT 84111.

***Equal Opportunity Employer Program***

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.