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## OnCare Office Version OCO\_R\_S3

March 16, 2020

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# 1 Program Enrollment – Ability to select Future DOB

As part of the current release, OnCare provides ability to select the future DOB for a child while registering programs in Program Enrollment.

Access Path: Program Enrollment URL → New Registration → Child Information

**New Registration**

Please contact the School Director if you have any queries.

**Program Type**

Regular  Drop-In

\* Prefer Schedule  Mon  Tue  Wed  Thu  Fri

**Child Information**

\* First Name: Ava Middle Name: \_\_\_\_\_

\* Last Name: Zen \* Date of Birth: 06/10/2020

\* Gender:  Boy  Girl

\* Desired Start Date: 02/01/2021 Child's Age at time of Enrollment: 7 Months (Infant : 6 Months - 18 Months )

\* Select Agegroup

Infant : 6 Months - 18 Months

Preschool : 2 Years - 4 Years

School Age : 3 Years - 4 Years

Two Years : 2 Years - 4 Years

**Primary Contact**

\* First Name: Zen Middle Name: \_\_\_\_\_

\* Last Name: Huang \* Mobile Phone: (456)-789-0098

\* Email: zen\_huang@beyonduuniverse.in \* Confirm Email: zen\_huang@beyonduuniverse.in

Now, parent can select future DOB for a child during Program Registration.

## 2 Program Enrollment – Displaying the child records who are all having Active Programs

Earlier, the program enrollment dashboard displayed enrolled count, Active and Inactive programs of the children.

Now, it shows only Active programs of the children.

Also, when the Program status has changed from Active to Completed based on the Program End Date, then the Center Director gets the email notification about the same.

Access Path: Center Home → Center Management → Program Enrollment → Enrolled

>> Program Enrollment Management

[← Back](#) [Invite a Parent to Enroll](#)

Export As: 

 To see the notes/comments, mouse over the icon

[New Applications](#) [Waitlist](#) [Enrollment Offered](#) [Enrolled](#) [Declined](#)

**Center 1**

No.	Parent Name	Child Name	DOB	Age Group	Program Name	Enrolled Date	Notes / Comments	Action
1	Arellano Jason	Stephie Arellano	02/09/2016	Three - Five Years	Three - Five Years-Full Day-4 Days	02/11/2020		<a href="#">View</a>
2	Arellano Jason	Lowell Arellano	01/04/2016	Three - Five Years	Three - Five Years-Full Day-M,W,Sa,Su	02/05/2020		<a href="#">View</a>
3	Veronica Sean	Silvia Sean	01/07/2015	Three - Five Years	Three - Five Years-Full Day-4 Days	01/23/2020		<a href="#">View</a>
4	Charlote Richard	Gabriel Richard	01/04/2016	Three - Five Years	Three - Five Years-Full Day-4 Days	01/23/2020		<a href="#">View</a>
5	Howard Kenneth	Jennifer Howard	12/29/2015	Three - Five Years	Three - Five Years-Full Day-4 Days	01/23/2020		<a href="#">View</a>

Displays the children having **Active Programs** under the Enrolled Tab.

★ Notification Email - Program Status Change

(9 k)



"Center 4" [support@oncareoffice.com]

Sent: Sat, 1:42 pm

To: "Charu support"

Saturday, March 7, 2020

Dear Charu support,

The Program Status is changed to "Completed" as the Program is ended on 03/07/2020.

S.No	Fam Acct Key	Parent Name	Child Name	Program Name	Start Date	End Date
1	JUDITH	Judith Kelley	Rosy Kelly	Two Years-Full Day-5 Days	07/16/2019	03/06/2020
2	JUDITH	Judith Kelley	Rosy Kelly	Two Years-Full Day-5 Days	07/01/2019	03/05/2020

Note: If the program end date is wrong, you can change it in the child record

Regards,  
OnCare Support

**Notification Email** sent to the Location Director when the program status changed from **Active to Completed**.

### 3 Enroll a family into different center with the funding account

Earlier, using "Enroll families into different center " function, you can copy the family and child basic information and parent portal account to a new center.

In addition to that, now, you can copy the funding account too.

Access Path: Center Home → Functions → Family Record → Enroll families into Different Center

You can copy funding account only when the below conditions are satisfied:

- 1) Both the centers should have the same Payment Provider and Merchant ID.
- 2) Both centers should have same Payment Method (TAP or TPD or both)
- 3) Both should have the same Payment Type. (ACH or Card or both)
- 4) Both should have same funding account option (Single or Multiple Funding Account)

Center 1 Center Home Change Center

Setup Reports Functions

>> Enroll Family into Different Center

<< Back

**Note:** Enroll a family from this center to a different center by copying the Family Info and Child Info

Select Family Account Key: SCHAEFER

Parent 1 Name: Gretchen Schaefer  
Parent 2 Name: Gennie Gretchen

Select Child

Select	Child Name	Status
<input checked="" type="checkbox"/>	Grifinther Gretchen	Active
<input checked="" type="checkbox"/>	Malcolm Gretchen	Active

Select a Center to Enroll the Family: Center 4

Copy TAP Funding Account

No.	Parent Type	Payment Type	Funding Account Name	Online Payment
1	Sponsor	Card (100%)	Card	TAP
2	Co-Sponsor	ACH (100%)	ACH	TAP

Next Cancel

Select **Copy TAP/TPD Funding Account** to copy the funding account to enroll into a different center.

Displays the Funding Account for the selected family.

Note: Enroll a family from this center to a different center by copying the Family Info and Child Info

**Enroll Family To New Center Confirmation**

Are you sure you want to Enroll this Family to New Center?

<input checked="" type="checkbox"/>	Grifinther Gretchen	Active
<input checked="" type="checkbox"/>	Malcolm Gretchen	Active

Select a Center to Enroll the Family

Copy TAP Funding Account

No.	Parent Type	Payment Type	Funding Account Name	Online Payment
1	Sponsor	Card (100%)	Card	TAP
2	Co-Sponsor	ACH (100%)	ACH	TAP

## >> Enroll Family into Different Center

[<< Back](#)

Note: Enroll a family from this center to a different center by copying the Family Info and Child Info

**Family details already copied to this center**

Select Family Account Key

Parent 1 Name Gretchen Schaefer

Parent 2 Name Gennie Gretchen

Select Child

Select	Child Name	Status
<input checked="" type="checkbox"/>	Grifinther Gretchen	Active
<input checked="" type="checkbox"/>	Malcolm Gretchen	Active

Select a Center to Enroll the Family

Copy TAP Funding Account

No.	Parent Type	Payment Type	Funding Account Name
1	Sponsor	Card (100%)	Card
2	Co-Sponsor	ACH (100%)	ACH

Now, the system displays **Error Message** when the family is already copied to the selected center. This is provided to avoid duplicates.

## 4 Child Status - Automatic Update based on Enrollment Start Date

Until now, Child Status must be manually changed from Incoming to Active when the Enrollment Start becomes the current date. Often, schools forget to change the status resulting in inaccuracy.

From this release onward, child status will be updated automatically based when the Enrollment Start Date becomes the current date.

Center Director will get two emails as follows:

- An email reminder will be sent prior to 2 business days when the children meets the criteria.
- An email notification will be sent when the status is changed from Incoming to Active.

Family status will be updated respectively whenever there is a change in child status.

Access Path: Center Home → Family Accounting → Child Records

Parent Information | Child Information

Child Selection: [Add New Child](#)

Selected	Name	Age	Status	Action
✓	Luke Pellington	2.11 Years	Incoming	<a href="#">Select</a> <a href="#">Program &amp; Billing</a> <a href="#">Immunization</a> <a href="#">Time Card</a> <a href="#">Delete</a>

### Child Information

First Name:  Middle Name:

Last Name:  Gender:  Boy  Girl

Date of Birth:  Age: 2.11 Years

**Enrollment Start Date:**

Primary Classroom:  Secondary Classroom:

Parent 1 Relationship:  Parent 2 Relationship:

Age Group:  Grade:

School:  Child #

Student ID:  Status:

Child ID Code:  Ethnicity:

Bus Runs: [Edit](#) Withdrawal Reason:

Withdrawal Date:

Tags:

The child status is automatically updated from **Incoming to Active** based on the **Enrollment Start Date**.

★ Reminder - Child Status Change on 03/11/2020

(7 k)

"Center 4" [support@oncareoffice.com]

Sent: Mon, 2:06 pm

To: "Charu support"

Reminder Email will be sent to the Location Director

Monday, March 9, 2020

Dear Charu support,

Following child(ren) Enrollment Start Date is 03/11/2020.

Hence, status of these child(ren) will be changed from Incoming to Active on 03/11/2020.

S.No	Fam Acct Key	Parent Name	Child Name
1	SHORT	Kevin Short	Jimmy Short

If there is any change in the Enrollment plan, please update the child record now.

Regards,  
OnCare Support

★ Notification - Child Status Change on 03/07/2020

(7 k)

Saturday, March 7, 2020

Dear Charu support,

Following child(ren) Enrollment Start Date is 03/07/2020.

Hence, status of these child(ren) will be changed from Incoming to Active on 03/07/2020.

S.No	Fam Acct Key	Parent Name	Child Name	Enrollment Date
1	SCOTT	Owen Scott	Sonal Owen	03/07/2020

If there is any change in the Enrollment plan, please update the child record now.

Regards,  
OnCare Support

Notification Email sent to the Location Director when the child status changed from Incoming to Active.

## 5 Child Record – New Field “Child Lives With”

OnCare has provided a new field to collect the “Child Lives With” under the child records. The value can be Parent 1 or Parent 2 or Both.

Access Path: Center Home → Reports → Family Accounting → Child Records

Family Account Key: BRENDON

Parent Information | **Child Information**

Child Selection: [Add New Child](#)

Selected	Name	Age	Status	Action
✓	Anna Brendon	3.2 Years	Active	<a href="#">Select</a> <a href="#">Program &amp; Billing</a> <a href="#">Immunization</a> <a href="#">Time Card</a> <a href="#">Delete</a>

Save

**Child Information**

First Name: Anna Middle Name:

Last Name: Brendon Gender:  Boy  Girl

Date of Birth: 01/02/2017 Age: 3.2 Years

Enrollment Start Date: 08/29/2018

Primary Classroom: Class A Secondary Classroom: Not Assigned

Parent 1 Relationship: Father Parent 2 Relationship: Mother

**Child Lives With**  Parent 1  Parent 2  Both Parents

Age Group: Preschool

School: Not Assigned Grade:

Now, you can collect **Child Lives With** option in Child Records

## 6 Child Time Card Report – Inclusion of Notes

Now, OnCare has provided an ability to view the Notes in Child Time Card Report.

Notes can be added in Child Time Card.

Access Path: Center Home → Reports → Time/Attendance Tracking → Child Time Card Report

### Child Time Card

Select Dates

From  To

Select Classroom

Include Notes

Report Type  Pdf  Html

Include/Exclude Notes option

Include Notes

### Child Time Card Details

Family Acct Key : JOANA      Child Name : Brenett Jones

Classroom Name : Butterflies      Date From : 02/24/2020      To : 03/01/2020

Date Selected : Current week

Note: \*\* indicates child was sign in and out by admin user

No.	Date	Day	Sign In		Sign Out		Hrs	Total Hrs	Notes
			Authorized Person	Time	Authorized Person	Time			
1	02/27/2020	Thu	Child	06:29 am	Child	03:30 pm	9.02	9.02	Dad picked up
Total Hrs								0.02	

Notes display in the report

## 7 Children Classroom Summary by Days – New Report

This new report displays the children who are all having child schedule for the selected period along with the Allergy and Medication by the Classroom.

It also displays the total counts of children having schedules for each day “Summary by Days”.

Access Path: Center Home → Reports → Center → Children Classroom Summary by Days

>>Children Classroom Summary by Days

[← Back](#)

Select Week: 03/02/2020 to 03/08/2020 

Select a Classroom Type: Primary

Select a Classroom:  All  
 Class A  Iregular Class  Regular Class  Class B  
 Butterflies

Family Status: Active

Child Status: Active

Report Type:  Pdf  Html

Company Name : Z - Charu  
Center Name : Center 4  
Period : 03/02/2020-03/08/2020

**Children Classroom Summary by Days**

Classroom Name : Butterflies

Last Name	First Name	Known Allergies	Medication on Campus	Days	Birth Date	Start Date	Leave Date
Abbott	Lela	X	X	M,Tu,W,Th,F	02/02/2015	01/01/2020	
Jones	Brenett	X	X	M,Tu,W,Th,F	10/31/2016	10/01/2019	

Summary by Days

M	Tu	W	Th	F
2	2	2	2	2

Display the **schedules** for each based on the classroom.

## 8 Family Information Sheet – Inclusion of Child Address, Child Lives With and Child Questions

OnCare has provided an ability to view the Child Address, Child Lives With and Child Questions in Family Information Sheet.

Access Path: Center Home → Reports → Family Accounting → Family Information Sheet

>> Family Information Sheet

[Back](#)

- Print Child Questions
- Print Child Address
- Print Restricted Person details
- Print Child Photo
- Print Doctor Information
- Print Additional Information
- Print Immunization Information

Report Type  Pdf  Html

Included two new filters for **Print Child Questions** and **Child Address**.

## 9 Year End Tax Statement – Billing Item Selection

OnCare has added the ability to select the Billing Items to be included in the Year End Tax Statement.

Access Path: Center Home → Setup → Billing → Tax Statement Billing Item Configuration

- Billing**
  - [Billing Item Setup](#)
  - [Automatic Recurring Billing Rule](#)
  - [Billing Multiplier](#)
  - [No School Billing Setup](#)
  - [Tax Statement Billing Item Configuration](#)
- Communication**
  - [Automatic Account Statement Setup](#)
- Center and Child**
  - [Age Group Setup](#)
  - [Classroom Setup](#)
  - [Bus Run Setup](#)

>> Tax Statement Billing Item Configuration

[Back](#)

**Note**

- Year-end tax statement will include all forms of the payments.
- You can also select the other billing transaction items that need to be included in the year-end tax statement.

Payment	Credit	Other Charges
<input checked="" type="checkbox"/> Card Swipe Payment	<input type="checkbox"/> Agency Adjustment Credit	<input checked="" type="checkbox"/> ACH Payment Failed
<input checked="" type="checkbox"/> Early Bird	<input type="checkbox"/> Agency Transfer Credit	<input type="checkbox"/> Agency Transfer Charge
<input checked="" type="checkbox"/> Full Payment Discount	<input type="checkbox"/> Credit	<input checked="" type="checkbox"/> Card Payment Failed
<input checked="" type="checkbox"/> Multisession	<input type="checkbox"/> Credit Card Payment - Square	<input type="checkbox"/> Deposit / Summer Camp
<input checked="" type="checkbox"/> Payment - Cash	<input checked="" type="checkbox"/> Deposit Refund	<input checked="" type="checkbox"/> Deposit Charge
<input checked="" type="checkbox"/> Payment - Check	<input type="checkbox"/> Monthly Maximum Credit	<input type="checkbox"/> Issue Credit - ACH
<input checked="" type="checkbox"/> Payment - Credit Card	<input type="checkbox"/> Registration fee summer Sib Dis	<input type="checkbox"/> Issue Credit - Card
<input checked="" type="checkbox"/> Sibling	<input type="checkbox"/> Sibling discount Summer	<input type="checkbox"/> Online Payment Service Fee
<input checked="" type="checkbox"/> TAP ACH Payment		<input checked="" type="checkbox"/> Parent Refund
<input checked="" type="checkbox"/> TAP Card Payment		<input type="checkbox"/> Reg Fee / Summer Camp
<input checked="" type="checkbox"/> TPD ACH Payment		<input type="checkbox"/> Registration for Summer
<input checked="" type="checkbox"/> TPD Card Payment		<input type="checkbox"/> Summer Camp Deposit

Select the required **Billing Items** that you want to be displayed in the **Year End Tax Statement**

## 10 Family Account Activity and Specific Charge/Credit Detail Report – Download all centers at one place

OnCare is provided the ability to download “Family Account Activity Report and Specific Charge/Detail Report” for all centers in one place.

Access Path: [Company Home](#) → [Reports](#) → [Family Accounting](#) → [Family Account Activity Report](#)

Access Path: [Company Home](#) → [Reports](#) → [Family Accounting](#) → [Specific Charge/Credit Detail Report](#)

The screenshot displays a menu with two main sections: **Family Accounting** and **Time and Attendance Tracking**. The **Family Accounting** section contains a list of reports, with the last two items, [Family Account Activity Report](#) and [Specific Charge/Credit Detail Report](#), enclosed in a red rectangular box. The **Time and Attendance Tracking** section contains a list of reports, including [Child Absence Report by Center and Agency](#). Below this section is another section titled **Staff Management**, which includes reports like [Company-Wide Staff Absence Report](#), [Hourly Staff Actual vs. Budgeted Hours Report](#), [Export Time Sheet Data](#), [Staff Hours Summary Report](#), and [Staff Missing Signout Report](#).

- Family Accounting**
  - [Company Aging Report](#)
  - [Multi-Location Reports](#)
  - [Family Child Data Download](#)
  - [Weekly New Enrollment Snapshot](#)
  - [Occupancy Report](#)
  - [Agency - Open Invoices](#)
  - [Family Ledger Balance](#)
  - [Children Without Billing](#)
  - [Payment Status Summary](#)
  - [TAP Enrollment Summary](#)
  - [G/L Account Summary and Transaction Details](#)
  - [Employer Report](#)
  - [Family Account Activity Report](#)
  - [Specific Charge/Credit Detail Report](#)
- Time and Attendance Tracking**
  - [Child Absence Report by Center and Agency](#)
- Staff Management**
  - [Company-Wide Staff Absence Report](#)
  - [Hourly Staff Actual vs. Budgeted Hours Report](#)
  - [Export Time Sheet Data](#)
  - [Staff Hours Summary Report](#)
  - [Staff Missing Signout Report](#)

>>Family Account Activity Report

[Back](#)

Select Center

Select Dates  From  To

Ending Balance  All  
 Debit Bal Only  
 Credit Bal Only

Family Status  All  
 Active  
 Inactive  
 Waitlist  
 Incoming

Ledger Type  All  
 Sponsors and Co-Sponsors  
 Agencies  
 Do Not Include Voids in Report

You can download the report for single center or for all centers together.

>>Family Account Activity Report

[Back](#)

No.	Center Name	Report Type
1	Center 1	  <a href="#">Html</a>
2	Center 2	  <a href="#">Html</a>
3	Center 3	  <a href="#">Html</a>
4	Center 4	  <a href="#">Html</a>
5	Center 5	  <a href="#">Html</a>
6	Center 6	  <a href="#">Html</a>

## 11 Company Aging Report – Company Level – Additional Filter

OnCare has added **Ending Balance** filter in Company Aging Report.

“Debit and Credit Bal Only” option is selected by default.

Access Path: [Company Home](#) → [Reports](#) → [Family Accounting](#) → [Company Aging Report](#)

[Company Home](#) [Feedback](#) [Help](#) [Logout](#)

>> Aging Report

**Aging Date** 02/27/2020

**Ending Balance**

- All
- Debit and Credit Bal Only
- Debit Balance Only
- Credit Balance Only

**Family Status**

- All
- Active
- Inactive
- Waitlist
- Incoming

**Ledger Type**

- Sponsors and Co-Sponsors
- Agencies
- Both

Do Not Include Voids in Report

**Submit**

**Ending Balance will be included in the Company Level Aging Report.**

## 12 Text Messages – Ability to send to all Family Statuses

Now, OnCare provides the ability to send Text Messages to all statuses of the families.

Access Path: Center Home → Communication → Text Message for Parents

>>Send Text Message to Families

[← Back](#)

**Text Message**

Enter Text Message

**Select Parent(s)** Family Status

No.	<input type="checkbox"/>	Family Acct Key	Parent Name	Relationship	Child Name	Cel	
1	<input type="checkbox"/>	ABBOTT	Greg Abbott	Parent #2	Lela	(20	Active
2	<input type="checkbox"/>	ABBOTT	Stacie Abbott	Parent #1	Lela	(20	Inactive
3	<input type="checkbox"/>	ACEVEDO	Kenia Acevedo	Parent #1		(20	Waitlist
4	<input type="checkbox"/>	ARTEAGA	Robert Arteaga	Parent #1	Vicenta ,Sage	(38	Incoming
5	<input type="checkbox"/>	BARGHAV	Jared Barghav	Parent #1	Sonya	(566) 879-8098	
6	<input type="checkbox"/>	BEN	Jess Michel	Parent #2	Genivecia ,Sara ,Larry ,Rojer	(242) 556-7777	
7	<input type="checkbox"/>	BEN	Ben Michel	Parent #1	Genivecia ,Sara ,Larry ,Rojer	(633) 567-8999	
8	<input type="checkbox"/>	BOLAN	Vicki Bolan	Parent #1	Hazel ,Robert	(534) 756-8567	
9	<input type="checkbox"/>	BRAT	Fischer Brat	Parent #1	Ryna		
10	<input type="checkbox"/>	BRENDON	Sarah Brendon	Parent #1	Anna		
11	<input type="checkbox"/>	BRENDON	Kristopher Brendon	Parent #2	Anna		

You can send messages to all family statuses (Active, Inactive, Incoming, Waitlist)

## 13 Batch Email – Additional Ccs for Staff Email

OnCare provides the ability to send the copy of the Staff Email to multiple email addresses.

Access Path: Center Home → Communication → Batch Email for Staff

>> Batch Email For Staff

**From** Z - Charu

**Subject** Class Photos

**Attachment #1** Choose File No file chosen

**Attachment #2** Choose File No file chosen

**Attachment #3** Choose File No file chosen

**Attachment #4** Choose File No file chosen

**Note:**  
Allowed file types for the attachment(s) are pdf, doc, docx and jpg.

**Message**

Normal Verdana 1 (8pt) B I U S

A friendly reminder: Tomorrow is class photos!  
*Uniforms are required.*

**Polo with dark blue or black bottoms.**

Check this box if you would like to get a copy of this StaffMail

Check this box if you would like to Add Ccs to send the copy of the Staff Mail

**Add Ccs to send the copy of the Staff Mail**  
(Separate the email addresses with ;)

mark@gmail.com

Send Clear Back

Enter additional **Email Address Ccs** to send the copy of the Staff Email

## 14 Email Notification for Missing Sign Out for Child/Staff

Often parents/staff tend to forget to sign out when they go out of the school.

To remind them, OnCare has provided an email notification mechanism.

Such email will be triggered based on the Program Hours (School opening and closing hours) that can be configured under Manage Centers.

There are three email notifications for Missing Sign Out:

- Email Notification to Parent for Missing Child Sign Out
- Email Notification to Staff for Missing Staff Sign Out
- Email Notification to Center Director for both Child and Staff Missing Sign Out

**Access Path:** [Company Home](#) → [Manage Centers](#) → [Edit Center Setup](#)

>> Center Setup

<< Back

Center Information

Company ID 1590

Location ID 4

Company Name Z - Charu

\* Location Name Center 4

Status  Active  Inactive

Location Number

Regional ID

Accounting ID

Location Tax ID

\* Time Zone (UTC-07:00) Mountain Time (US)

License Capacity 50

Program Hours From 8:00 AM To 6:00 PM

Actual Capacity 50

Center Address

Geofencing Attendance Required  Yes  No

Select Address 1800 Cabrillo Memoria

Address 1800 Cabrillo Memoria San Diego

State California 92106

Missing Sign Out notification for Children and Staff will be send based on the **Company Program Hours** setup here

Center Licensing Office

Name

TelePhone

Address

Center Director Information

\* First Name Charu

\* Last Name Support

Title

\* Email charulatha.d@beyonduniverse.in

Phone

Fax

Configuration

Allow Posting of Agency Payments from Family Record?  Yes  No

Instructions to the Parents who wants to Disenroll from TAP Please contact your center director to disenroll from Tuition Auto Pay.

Time Clock Notifications

Email Notification to Parent for Missing Child Sign Out  Yes  No

Email Notification to Staff for Missing Staff Sign Out  Yes  No

Email Summary Notification to Directors for Missing Child and Staff Sign Out  Yes  No

Save

Email Notification turn on/off option for Missing Sign Out

★ Child(ren) Missing Sign Out on 03/15/2020

(7 k)



"support@oncareoffice.com" [support@oncareoffice.com]

Sent: 10:11 am

To: "bevers\_1c@beyonduniverse.in"



Sunday, March 15, 2020

Email Notification for Missing Sign Out

Dear Parent,

We would like to inform that you have missed to sign out your child today, 03/15/2020.  
Please contact your Child's School for further assistance.

Child Name: Aletha Stouffer  
Sign Out missed on: 03/15/2020

Sincerely,  
OnCare Support

**Notification Email sent to the Parent when they forget to Sign Out**

★ Staff Missing Sign Out on 03/15/2020

(6 k)



"support@oncareoffice.com" [support@oncareoffice.com]

Sent: 10:11 am

To: "Sheila@beyonduniverse.in"



Sunday, March 15, 2020

Email Notification for Missing Sign Out

Dear Staff,

We would like to inform that you have missed to sign out today, 03/15/2020.  
Please contact your School for further assistance.

Staff Name: Sheila Double entry  
Sign Out missed on: 03/15/2020

Sincerely,  
OnCare Support

**Notification Email sent to the Staff when they forget to Sign Out**

## 15 Subsidy Billing – Ability to Delete (Only for Schools in Canada)

OnCare has provided a new option to delete the subsidy billing under the child page.

Access Path: Family Accounting → Child Records → Program & Billing

**Automatic Special Billing** [Add New Special Billing](#)

Any billing item added here in the Billing section will be used for Automatic Special Billing.

**Subsidy information**

Child Subsidy Available?  Yes  No

Applicant ID  Child ID

[Add New Subsidy](#)

Agency Name	Start Date	End Date	Subsidy Hour	Subsidy Amount	Action
CSK	05/05/2019	06/30/2020	144	\$546.00	<a href="#">Edit</a> <a href="#">Delete</a>
TTS	03/31/2019	05/05/2019	132	\$546.00	<a href="#">Edit</a> <a href="#">Delete</a>

Infant Care Incentive Available?  Yes  No

**Delete link for subsidy billing**

**Automatic Special Billing** [Add New Special Billing](#)

Any billing item added here in the Billing section will be used for Automatic Special Billing.

**Subsidy information**

Child Subsidy Available?  Yes  No

Applicant ID  Child ID

[Subsidy History](#) [Add New Subsidy](#)

Agency Name	Start Date	End Date	Subsidy Hour	Subsidy Amount	Action
CSK	05/05/2019	06/30/2020	144	\$546.00	<a href="#">Edit</a> <a href="#">Delete</a>

Infant Care Incentive Available?  Yes  No

**You can view the deleted billings in Subsidy History**