Dependent Care Settings

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Dependent Care

Settings

The Settings options allow users to select Program and Invoice Settings that will apply to ALL Dependent Care sessions.

> **NOTE:** Before creating sessions or doing anything else, it is recommended users determine both Program and Invoice Settings.

Program Settings

Use the Program Settings fields to enter information that will apply to all sessions. The Program address, program information, and the pending period for a program display on the Dependent Care Parent Portal. Guardians see this information when registering for sessions and viewing the portal.

Dependent Care Program Settings Editor

Program Settings Fields

Field	Description
Program Name *This is a required field*	Enter a name for the program.

Field	Description
Address *This is a required field*	Use this field to enter the Dependent Care street address.
City *This is a required field*	This field is used to enter the City of the Dependent Care address.
State *This is a required field*	Enter the Dependent Care state.
Zip *This is a required field*	Use this field to enter the zip code for the Dependent Care address.
Program Information *This is a required field*	In this field, enter any information relevant to the program. Users may format the appearance of this information by using the editor tools. Be sure to note that text alignment **MUST** be selected *before* typing in the information. Text otherwise displays with center alignment. This information displays on the Parent Portal - Dependent Care Landing page for ALL sessions.
Pending Period After a Session has Started (Today plus) *This is a required field*	This is the number of days a student has to wait to begin attending an already-started session, giving the district time to review the request and any forms. In the **Today plus** field, use the toggle arrows to set the number of days a student must wait. NOTE: If the number of days a student must wait is greater than the last day of the session, session registration is not available. If a user creates a last-minute session, be SURE to verify this pending period works with this newly-created session and make any necessary adjustments.
Enable on Portal	This option allows users to enable/disable Dependent Care on the Portal. • If the option is *unchecked*, Dependent Care **is not** visible/accessible on the portal. • If this option is *checked*, Dependent Care **is** visible/accessible on the portal.

Invoice Settings

Use the Invoice Settings to apply invoice preferences. Settings made here will be applied to all

issued invoices.

Dependent Care Invoice Settings
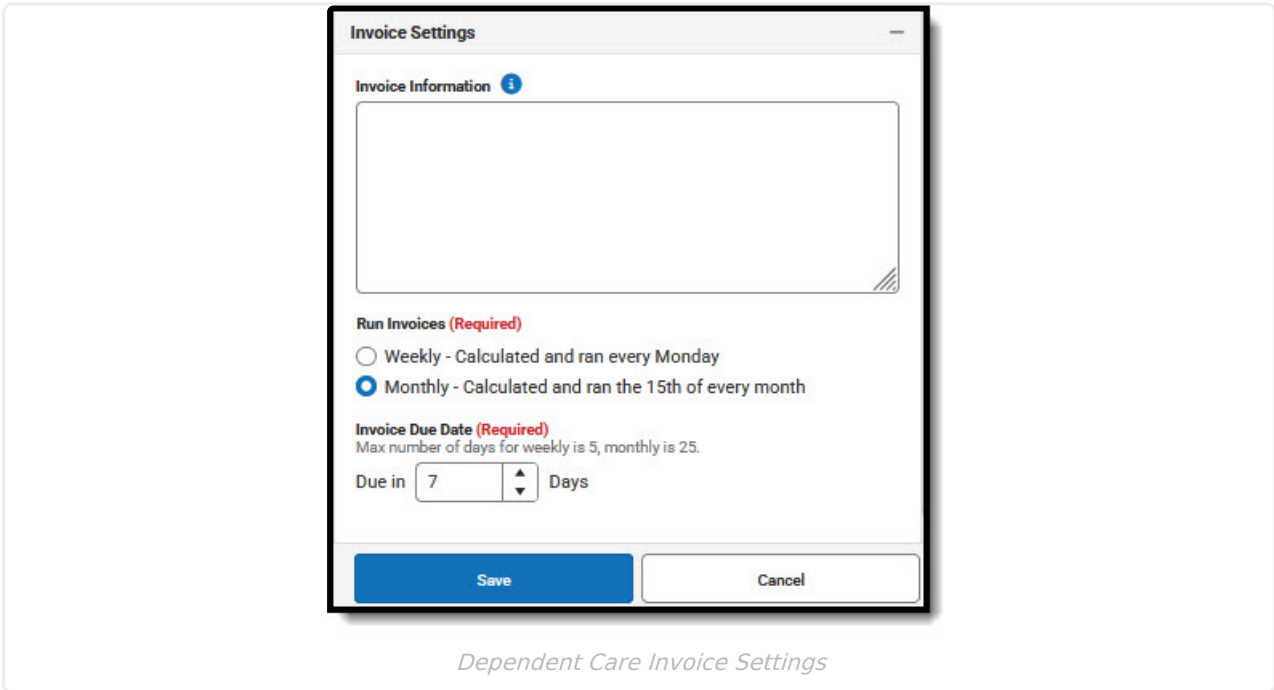
Invoice Settings Fields

Field	Description
Invoice Information	Type in any relevant information to the invoice. This information will display at the bottom of all invoices.
Run Invoices This is a required field	Use the radio buttons to determine if invoices should be run Weekly or Monthly.
	Weekly: Select Weekly if you'd like invoices to run every Monday. Invoices are run on Monday of the current week, and payment is due on Friday of the same week.
	Monthly: Select Monthly if you'd like invoices to run on the 15th day of every month. Invoices are run on the 15th day of every month, calculating the cost for the upcoming month. (*i.e September 15, invoices are run for October 1-31, and payment is due October 3 (today plus 17 days)*)
Invoice Due Date This is a required field	Use the Invoice Due Date field to enter the number of days in which payment is due from Invoice generation using the **Due In _ Days** toggle arrows. *Weekly Invoice Limits:* The max number of days a user can select for weekly invoices is 5. *Monthly Invoice Limits:* The max number of days a user can select for monthly invoices is 25.