

If you need to update your HDP numbers please use the following procedure.

1. Open Participation – and go to “Days of Operation.”

Days of Operation

Lunch

Add Range

Edit	Delete	Start Date	End Date	Est. ADP	Est. HDP	Days of Week Operating			
		7/7/2015	8/20/2015	50	100	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Wed
						<input checked="" type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	

2. Click Edit and close the current date range. In this example, we'll end the numbers on 7/10.

Update Service Ranges
[Close]

Estimated ADP:

Estimated HDP:

Range Start Date:

Range End Date:

Days of Week Operating:

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Estimated HDP - The highest number of children anticipated at a site on any day. Sponsor will not be able to claim in excess of the Estimated HDP.
Estimated ADP - The average number of children expected at a site on any day.

3. You will then ADD a new date range starting the next business day and ending with your original ending date of 8/20.

Days of Operation

Lunch

Add Range

Edit	Delete	Start Date	End Date	Est. ADP	Est. HDP	Days of Week Operating			
		7/7/2015	7/10/2015	50	100	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Wed
						<input checked="" type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	
		7/13/2015	8/20/2015	75	110	<input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Wed
						<input checked="" type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	

4. Resubmit the Participation. This will throw the Site application into Pending for ISBE approval.

5. After approval, you can then go into Participation Detail, check to see if the changes prepopulated there. Make any necessary corrections.

Mon Jul 6 2015	0
Tue Jul 7 2015	100
Wed Jul 8 2015	100
Thu Jul 9 2015	100
Fri Jul 10 2015	0
Sat Jul 11 2015	0
Sun Jul 12 2015	0
Mon Jul 13 2015	110
Tue Jul 14 2015	110
Wed Jul 15 2015	110
Thu Jul 16 2015	110
Fri Jul 17 2015	0
Sat Jul 18 2015	0
Sun Jul 19 2015	0
Mon Jul 20 2015	110
Tue Jul 21 2015	110
Wed Jul 22 2015	110
Thu Jul 23 2015	110
Fri Jul 24 2015	0
Sat Jul 25 2015	0
Sun Jul 26 2015	0