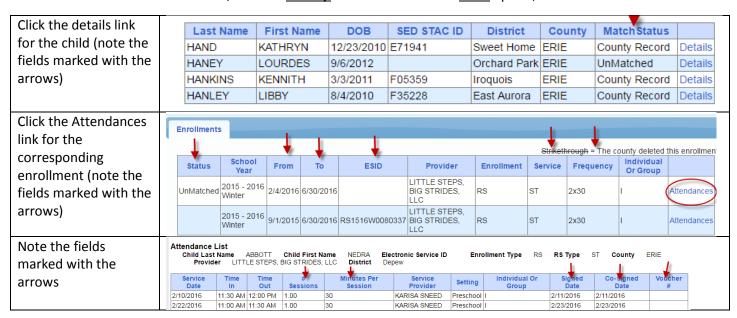


## Request for Support for problems with missing / incorrect sessions on a voucher

In order to assist us with efficiently answering your questions, we need information. Please complete this form and send it back to us. To do this:

- 1) Fill in the empty fields
- 2) Save a copy of this PDF with the fields filled in. Depending on your PDF viewer, this process could vary, put look for a Save button or Download button. Please note the location where you saved it. Often it will be in your download folder.
- 3) Send an email to <a href="mailto:support@cpseportal.com">support@cpseportal.com</a> with the completed form as an attachment.
- 4) If you are having trouble completing this form, you can also send an email that lists all the answers for each field.

The best way to answer most of these questions is to use the child lookup screen (**Lookup**->**Child**) to find the enrollment and view the attendance. To do this, click the **Lookup** menu and select the **Child** option, search for the child then



Silia		
Match Status		
Enrollment		
Status		
From Date	To Date	
ESID		
Service	Ind/Grp	
Frequency		

Child

Attendance		
Service Date		
# of Sessions		
Minutes Per Session		
Signed Date		
Co-Signed Date		
Voucher #		