**Ohio Child Care Time, Attendance and Payment System – TAP**

**Registration of Caretakers/Sponsors in KinderConnect**

**Instructions for Programs**

Designated adults who check children in and out of care use a touch screen tablet, a smart phone or dial into a voice response process (IVR) using the program’s phone. All caretakers and other adults, called sponsors, need to be registered in the KinderConnect tool with their name, phone number (or unique 10-digit number) and the names of the children they are approved to check in and out of care. The names of caretakers and children currently approved for publicly funded child care (PFCC) and authorized to your program will be loaded into KinderConnect, but **you must add their phone numbers. Families that have applied for PFCC and are awaiting an eligibility determination should be added to KinderConnect so attendance can be tracked from their first day of attendance at your program. (see** [**www.ohiocctap.info**](http://www.ohiocctap.info) **for instructions on merging once the PFCC determination is sent).** If you choose to track private pay children in KinderConnect, you will need to add each sponsor and child to KinderConnect.

**You must complete this registration process in KinderConnect for each sponsor that will be checking children in and out of care.** The first time a sponsor uses TAP to check a child in or out, they will use the phone number you registered, enter it on the tablet and create a 4-digit Personal Identification Number (PIN). They will then see the names of the children they are approved to check in or out. Each time they check a child in or out, they will use the phone number and the PIN to see the children’s names and perform the check in or check out.

You will need to work with your families to collect this data and enter it before you begin using TAP.. Any caretaker or sponsor who is not entered will not be able to check children in or out and you may not be paid for services. Below is a sample table for collecting the names and phone numbers of caretakers and other sponsors. Use the instructions found at the [www.ohiocctap.info](http://www.ohiocctap.info) on how to enter this information in order to register your caretakers and sponsors. A quick reference card (QRC) titled “Caretaker/Sponsor Registration” is posted on [www.ohiocctap.info](http://www.ohiocctap.info)

**Note:** A sponsor is anyone, including the caretaker, who has permission to check a child in or out. The caretaker will identify other sponsors to you and you will need to register these sponsors in KinderConnect. Once registered, the sponsor will be able to check all associated children in and out of care using their phone number and PIN. You can add or remove sponsors when the caretaker notifies the program.

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| **Individual’s Name**  **Caretaker (C) or Sponsor (S)**  **List names separately if you are a caretaker for some children and a sponsor for other children** | **C** | **S** | **Children Individual is Authorized to Check In and Out of Care** | **Ten-digit Phone Number for Individual** |
| ***Example: Susie Sunshine*** | ***√*** |  | ***Mary Sunshine, Billy Sunshine, Brett Miller*** | ***614-555-5555*** |
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