Ohio Child Care TAP
Guide for Customized Schedules

October 26, 2023

What are Customized Schedules?

Customized Schedules solve two problems:

1. Customized Schedules allow programs to enter accurate school schedules for each school-age child. The hours entered in the School Customized Schedule will be automatically deducted from the school-age child's attendance when the program submits attendance for payment. This ensures programs are paid for actual hours of care provided to the child. **A School Customized Schedule is required for each school-age child in care during the school year beginning with dates of service on September 1, 2019 and ongoing.**

2. Customized Schedules allow programs to subtract attendance hours while a child attends a program with a different funding source, such as Head Start. A Customized Schedule can be added for any program or combination of programs, so the hours are not submitted to DCY for payment. The Customized Schedule indicates the hours each day that the child is not receiving publicly funded child care services. The hours will be automatically deleted from payment, eliminating the need for parents to backdate attendance.

Do I have to add School Customized Schedules?

Yes. If you care for school-age children during the school year you are required to add a school customized schedule for each school-age child. For dates of service September 1, 2019 forward you will no longer be able to submit attendance for any school-age children unless they have a School Customized Schedule assigned.

NOTE: You cannot add Customized Schedules for Private Pay children.

If you do not care for any school-age children, you do not have to add School Customized Schedules. If you are a program who only cares for school-age children outside of the school year, you do not need to add a school customized schedule.

Non-School Customized Schedules

If you care for children whose care is funded by other programs and not the PFCC program, it is highly recommended that you take advantage of the Customized Schedules to allow the system to automatically deduct hours that the children are not in your care.

What dates should I use for School Customized Schedules?

The start date of your School Customized Schedule should always be the first day of the child's school year. The end date of your school Customized Schedule should always be the last day of the child's school year. The school customized hours will be deducted between the start date and end date.

When do my Customized Schedules need to be added?

Programs will need to add a School Customized Schedule for all school-age children before submitting attendance that coincides with the child's school calendar. For example, if the child's school starts on August 17th you would need to add a customized schedule before submitting attendance for the service week of August 17th.

As always, attendance can be submitted up to four weeks after the service week. If the School Customized Schedule is not added by the end of the fourth week, the attendance will be swept, and the program **will not be paid for this attendance.** It is important to add all School Customized Schedules as quickly as possible.

How do I add a new School Customized Schedule?

Navigate to the **Customized Schedule Detail** page.
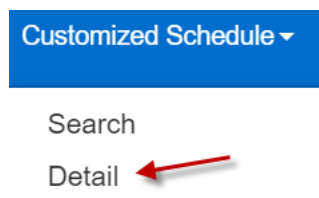
Press the **New** button.

Enter a Schedule Name. You will need to enter a new Customized Schedule each school year and for each school that has different hours. We recommend using something similar to [School Name – School Year]. An example would be: *Ohio City Elementary 2019-2020*. Ensure the Active box is checked.

Choose one of the School Age categories. Options include *School Age AM, School Age PM, School Age Full Day, and School Age Year-Round*. All school-age children must have a School Category assigned. We will discuss the other categories later in this document.

Note: You cannot change the category of the Customized Schedule once the record has been saved. A Customized Schedule can always be set to inactive if it is no longer needed.

Note: Safeguards have been built into KinderConnect to ensure actual school schedules have been entered.

Enter the Start Date and End Date. This determines the start and end date of the child's school calendar. You may type the date in the text box or use the calendar to select the dates.

Enter the Start Time and End Time for each day of the week. This determines the start and end time of the child's school day. The times can be entered for each day of the week or you can use the Fill tools on the right side of the screen.

Type a time in the Monday Start Time or End Time, then use the **Fill M-F** button to automatically populate all Start Time boxes from Monday through Friday. Use the **Fill** button to automatically populate all times from Monday through Sunday. The **Clear** button will clear all Start Times or End Times previously entered.

It is very important to enter accurate school schedule times.

	Mon X	Tue X	Wed X	Thur X	Fri X	Sat X	Sun X	
Start Time:								Fill M-F Fill Clear
End Time:								Fill M-F Fill Clear

Use the [X] button to clear the **Start Time** and **End Time** for a specific day of the week.

Thur [X]

Use the **Clear** button to clear the **Start Time** and **End Time** for all days of the week.

Fill M-F | Fill | Clear

Next, you will see a list of all of your school-age children appear in the **Unassigned Children** box. All children who need to be assigned to this School Customized Schedule should be moved to the **Assigned Children** box. You may need to use the **Filters** to find children who are not currently designated as School Age but need a Customized School Schedule assigned. Click Filters and choose one or more age categories.
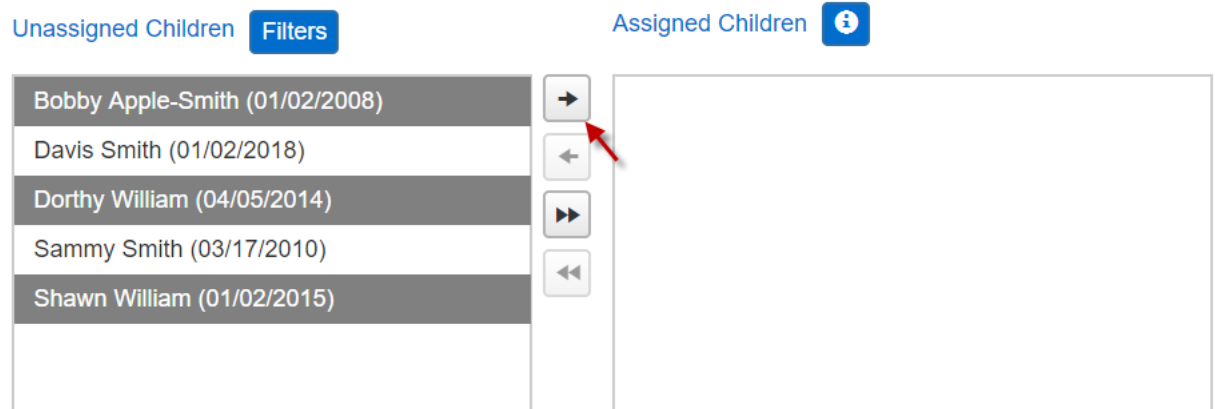
Unassigned Children [Filters]

Assigned Children [i]

Bobby Apple-Smith (01/02/2008)

Davis Smith (01/02/2018)

Dorthy William (04/05/2014)

Sammy Smith (03/17/2010)

Shawn William (01/02/2015)

There are a few ways to move a child or children from the **Unassigned Children** box to the **Assigned Children** box:

- Click on a child's name in the **Unassigned Children** box and press the [→] button. This will move a single child to the Assigned Children box.

| Frances Yankoviz | ▲ | [→] | Bernard Yankoviz |
| Brenda Dawson | | | |

- Press and hold the Control button on your keyboard and click on multiple children's names to select multiple children at the same time. Then, press the [→] button. This will move all selected children to the **Assigned Children** box.

Unassigned Children [Filters]   Assigned Children [i]

Bobby Apple-Smith (01/02/2008)	[→]
Davis Smith (01/02/2018)	[←]
Dorthy William (04/05/2014)	[▶▶]
Sammy Smith (03/17/2010)	[◀◀]
Shawn William (01/02/2015)	

- Press the [▶▶] button to move all children in the **Unassigned Children** box to the **Assigned Children** box.

Unassigned Children [Filters]   Assigned Children [i]

Bobby Apple-Smith (01/02/2008)	[→]
Davis Smith (01/02/2018)	[←]
Dorthy William (04/05/2014)	[▶▶]
Sammy Smith (03/17/2010)	[◀◀]
Shawn William (01/02/2015)	

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If you need to move a child or children to the **Unassigned Children** box, you can click on the child's name and press the [←] button to move a child to **the Unassigned Children** Box. The [◀◀] button will move all children to the **Unassigned Children** box.

Press the **Save** button to save the new Customized Schedule. A pop-up window will appear asking for the reason you updated the Customized Schedule. Enter the reason and press **OK**.

Reason for Update

Added new school schedule.

OK   Cancel

Note: Place your mouse over the (i) icon to see a note regarding children assigned to the Customized Schedule:

Bold text denotes child level schedule modifications.
Children cannot be unassigned if they have a payment utilizing this schedule

Do Customized School Schedules impact the School-Age Indicator in the Eligibility System?

No. Entering a schedule or failing to enter a schedule does not impact the school-age indicator in the Eligibility System. The county will still need to be notified if a preschool student is now going to school or if a five year old is not attending school. Failing to notify the county may result in an inaccurate payment.

How do I add a Non-School Customized Schedule?

Follow the same steps outlined in **How to Add a School Customized Schedule** (above), but choose a different category for the Customized Schedule. Categories include:

- Head Start
- ECE Program
- Other
- Early Learning Program
- After School Activity
- Enrichment Activity

Note: You cannot change the category of the Customized Schedule once the record has been saved.

Click on the **Filter** button to filter children shown in the **Unassigned Children** box. Check one or more categories and press **OK**. You can now assign children to the Customized Schedule as needed.
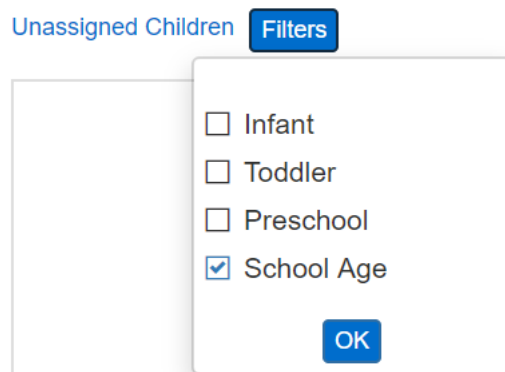
Once all children have been assigned, press the **Save** button.

Do Caretakers and Sponsors still need to backdate times for children enrolled in multiple funding sources?

No. This is one of the benefits of using Customized Schedules. If you add a Customized Schedule for any child, the hours will automatically be deducted when you submit your attendance to DCY. Once the schedules have been set up, parents will only need to check the child in for care when the child arrives and check the child out when they leave for the day.

How do I search for Existing Customized Schedules?

Navigate to **Customized Schedules Search**.

Customized Schedule ▾

Search ←

Detail

Enter the search parameters and press the **Search** button.

Customized Schedule Search

Provider:	Jack and Jills Days Care Center (Ohio) ▾
Schedule Name:	
Category:	▾
Start:	
End:	
Status:	Select All ▾
School:	Select All ▾

Search   Clear

The search results will appear. Click on the Schedule Name to open the Customized Schedule.

Search   Clear   Export

Search Results

Schedule Name	Provider Name	School	Category Name	Start	End	Status
Ohio City Elementary 2019-2020	Jack and Jills Days Care Center	School	School Calendar	9/1/2019	6/5/2020	Active

You can review the schedule or make changes. If you make any changes to the Customized Schedule, be sure to press the **Save** button. Enter the reason for making the change in the pop-up box that appears.

Customized Schedule Detail

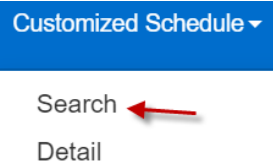New   Delete   Save   Cancel   History

Reason for Update

OK   Cancel

How do I export Customized Schedules?

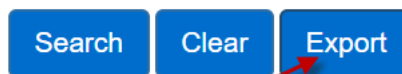Navigate to **Customized Schedules Search**.

Enter the search parameters and press the **Search** button.

The search results will appear. Press the **Export** button to export all customized schedules that meet your search criteria.
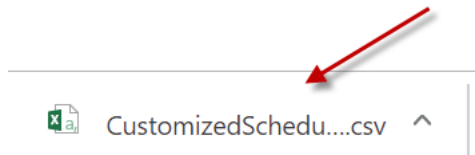
A pop-up message will apear asking if you would like to include Children's names on the exported file. Choose **Yes** to include the names. Choose **No** to exclude the names.
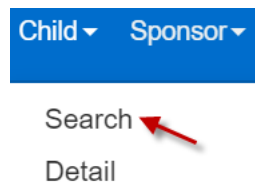
A CSV file will generate. You can open this file in Microsoft Excel.

Customized Schedules on the Child Detail Page

A Customized Schedule can be assigned to a child on the **Child Details** page. Use **Child Search** to search for the child.

Notice the additional search criteria on the **Child Search** page: You can now search for children by Case Number, Age Group and by children who have Customized Schedules assigned.

Click on the child's name in the search results to open the **Child Detail** page.

Press **Add Customized Schedule** to assign a Customized Schedule to a child who does not yet have a Customized Schedule assigned. A list of existing Customized Schedules will appear. Click on the schedule you would like to assign.

Scroll to the bottom of the **Child Details** page. Add the **Start Date** and **End Date.** The Customized Schedule hours will default. Adjust the hours as needed if different than the default hours entered in the Customized Schedule. Any changes made on the Child Detail page will only affect this child, not other children assigned to the selected Customized Schedule.

Press **Save**.

Conclusion

For additional information, please visit www.ohiocctap.info. There you will find additional training materials and videos.

For additional application related issues and questions, please feel free to contact our Ohio TAP Support Center at 833-866-1708 and select option 9 or email SupportOH@kindersystems.com.