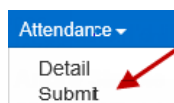


## KinderConnect - Submit Weekly and Monthly Attendance

Attendance is submitted by child. To submit **Attendance** for payment:

- A** Click **Submit** under Attendance. Note that Attendance can be reviewed prior to submittal by clicking **Detail** under Attendance.



- B** Click **Submit** on the row which corresponds to the service week or month you would like to submit.

**Note:** The example below shows attendance for Weekly attendance

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted
Submit	Recall	Note	6/24/2018	6/30/2018	Ohio	2	0
Submit	Recall	Note	6/17/2018	6/23/2018	Ohio	2	0
Submit	Recall	Note	6/10/2018	6/16/2018	Ohio	2	0

**Note:** The example below shows attendance for Monthly Authorization Children.

### Submit Attendance

Provider:

Moore's Early Learners

Select >>

Region:

Ohio

▼

Submit	Recall	Note	Cycle Start	Cycle End	Region
Submit	Recall	Note	2/18/2024	2/24/2024	Ohio
Submit	Recall	Note	2/11/2024	2/17/2024	Ohio
Submit	Recall	Note	2/4/2024	2/10/2024	Ohio
Submit	Recall	Note	2/1/2024	2/29/2024	Ohio
Submit	Recall	Note	1/28/2024	2/3/2024	Ohio
Submit	Recall	Note	1/21/2024	1/27/2024	Ohio
Submit	Recall	Note	1/14/2024	1/20/2024	Ohio
Submit	Recall	Note	1/7/2024	1/13/2024	Ohio
Submit	Recall	Note	1/1/2024	1/31/2024	Ohio
Submit	Recall	Note	12/31/2023	1/6/2024	Ohio
Submit	Recall	Note	12/24/2023	12/30/2023	Ohio
Submit	Recall	Note	12/17/2023	12/23/2023	Ohio
Submit	Recall	Note	12/10/2023	12/16/2023	Ohio
Submit	Recall	Note	12/3/2023	12/9/2023	Ohio
Submit	Recall	Note	12/1/2023	12/31/2023	Ohio

For more information, visit [www.ohiocctap.info](http://www.ohiocctap.info), email us at [supportOH@kindersystems.com](mailto:supportOH@kindersystems.com) or call us at 1-833-866-1708.

If a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the Program needs to correct prior to submittal (refer to [KinderConnect – Correct Incomplete Attendance QRC](#) for more details).

**Note:** If any attendance is incomplete, missing an approved time entry, or has an incomplete time pair on an absent day, the attendance for that day cannot be submitted manually and will not be processed when swept by the system.

- C** Click the **Submit** checkboxes next to the children for whom you would like to submit attendance. You can select all children by clicking the **Submit** checkbox in the title bar (click again to deselect).

Submit	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>		Adams, Peter	11:00	0	Ready			Attendance
<input checked="" type="checkbox"/>		Brown, Blair	04:00	0	Ready			Attendance

**Note:** The hours displayed will not specify if they are Monthly-Specific or hours linked to different authorizations. You must review the attendance before submitting it to ensure it includes Monthly-Specific hours to be paid accordingly.

- D** Press **Save**.

- E** Review the terms and conditions and click on the check box if you agree. Press **Submit Attendance**.

☒ I agree with the above terms and conditions

Submit Attendance Cancel

**Notes:**

- If **Attendance** is not submitted by the Saturday at the end of the fourth week after the week of service or service month, KinderConnect will automatically submit all valid time pairs. KinderConnect will generate errors when submitting, among others, incomplete **Attendance** or **Attendance** that corresponds to children of school age that do not have an associated **Customized Schedule**, if during the school year as defined by DCY (first Sunday in September through last Saturday in May), preventing **Attendance** submission until the children are associated to a **Customized Schedule**. For additional information refer to [\*KinderConnect – Add/Delete A Customized Schedule from a Child Detail QRC\*](#).
  - Any missing attendance must be added within 4-weeks from the date of attendance or 4-weeks from the date the authorization appeared in the TAP system (for back-dated authorizations).
  - No changes to days with missing in or out times will be permitted after the 4-week period and only complete attendance will be identified and included for payment when the sweep occurs.
  - Attendance for children authorized for monthly services must have any incomplete attendance added by the end of the 4th week of the month.
- F** If a child's original authorization did not cover all of the days in a week and a new authorization is added to the same week after the program has submitted attendance;

a payment alert is needed to add additional attendance for the new authorization.