



# Ohio Child Care TAP

## Guide for Customized Schedules

August 27, 2019

### Customized Schedules

**School-Age Children:** All children indicated as school-age in the JFS eligibility system must have a customized schedule. TAP will no longer automatically deduct six hours (9:00am-3:00pm) each school day. A customized schedule must be entered to create the customized deduction of school hours for a child. The school start time should be the time the child leaves your care each day and the school end time should be the time the child arrives back into your care at the end of the school day.

**Non-School-Age Children:** Programs can choose to use Customized Schedules for younger children not attending school. These could be for hours children are attending programs such as PreK or Head Start, etc. The purpose of this functionality is to ensure the accurate count of the number of hours the child is receiving PFCC so that the provider is paid correctly.

### What are the benefits of Customized Schedules?

Customized Schedules allow programs to enter individualized schedules based on each child's school schedule and any other event that is not paid by the PFCC program. Previously, programs sent a Payment Alert to adjust payments if the child's school hours were outside of the standard school hours and caused a difference in payment. The addition of Customized Schedules eliminates the need to send Payment Alerts to adjust payments.

Some child care programs care for children who attend a program not funded by the PFCC program during part of the day. Child care programs were previously required to have caretakers and sponsors backdate attendance to exclude the hours that the child participated in the other program. Now, child care programs can add Customized Schedules that exclude those hours, eliminating the need for caretakers and sponsors to backdate attendance. The Customized Schedule feature will also provide a more accurate representation of the hours the child received publicly funded child care.

### Do I have to add Customized Schedules?

Yes. If you care for school-age children during the school year you are required to add a customized schedule for each school-age child. ODJFS defines the school year as the



first Sunday in September through the last Saturday in May. For dates of service September 1, 2019 forward you will no longer be able to submit attendance for any school-age children unless there is a Customized Schedule assigned.

If you do not care for any school-age children, you do not have to add Customized Schedules. If you are a child care program who only cares for school-age children outside of the school year (as defined by ODJFS), you do not need to add a customized schedule.

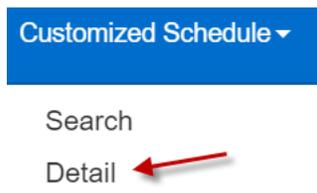
If you care for children who participate in other programming that is not funded by the PFCC program, it is highly recommended that you take advantage of the Customized Schedule. Examples include Head Start and Early Childhood Education (ECE).

### [When do my Customized Schedules need to be added?](#)

The new Customized Schedule feature will be added to KinderConnect effective September 1, 2019. Child care programs will need to add a School Customized Schedule for all school-age children before submitting attendance for services provided on or after September 1, 2019. As always, attendance can be submitted up to four weeks later. 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. A Customized Schedule cannot be added for a service week that has been swept.** It is important to add all School Customized Schedules as quickly as possible.

### [How do I add a new Customized Schedule?](#)

Navigate to the **Customized Schedule Detail** page.





Press the **New** button.



★ denotes required field

Provider:

Schedule Name: ★  Active

Category: ★

Start Date: ★

End Date: ★

**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 like [School Name – School Year]. An example would be: *Ohio City Elementary 2019-2020*. Ensure the Active box is checked.

**Choose a Category.** Options include *Kindergarten – AM, Kindergarten – PM, Kindergarten – Full Day, School Age – Full Day, Head Start, ECE Program, Early Learning Program, After School Activity, Enrichment Activity, and Other*.

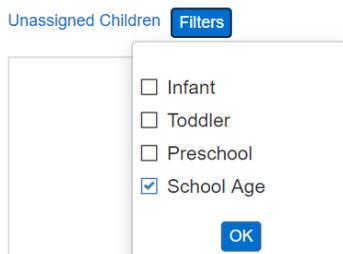
**From the first Sunday in September to the last Saturday in May, school age children are required to have a customized schedule with one of these categories: Kindergarten – AM, Kindergarten PM, Kindergarten Full Day, or School Age – Full Day.**

- After School Activity
- Early Learning Program
- ECE Program
- Enrichment Activity
- Head Start
- Kindergarten - Full Day - School
- Kindergarten - PM - School
- Kindergarten - AM - School
- Other
- School Age - Full Day - School

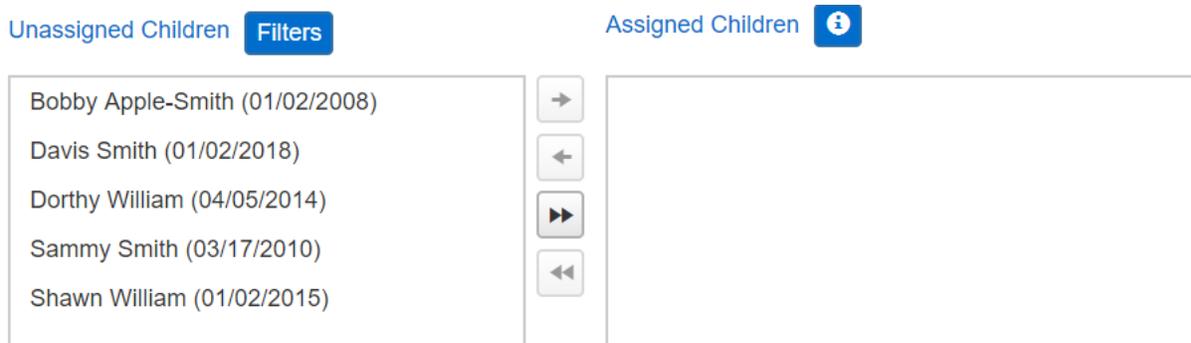
**Note:** You cannot change the category of the Customized Schedule once the record has been saved. A Customized Schedule can always be set to inactive when it is no longer needed.



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



Check one or more categories and press **OK**. You can now assign children to the Customized Schedule as needed.



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.



- Press and hold the Control button on your keyboard and click on several 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

Bobby Apple-Smith (01/02/2008)		
Davis Smith (01/02/2018)		
Dorothy 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

Bobby Apple-Smith (01/02/2008)		
Davis Smith (01/02/2018)		
Dorothy William (04/05/2014)		
Sammy Smith (03/17/2010)		
Shawn William (01/02/2015)		

If you need to move a child or children back to the **Unassigned Children** box, you can click on the child's name to select and press the button. Pressing the button will move all children to the **Unassigned Children** box.

Unassigned Children **Filters**

Assigned Children

		Bobby Apple-Smith (01/02/2008)
		Davis Smith (01/02/2018)
		Dorothy William (04/05/2014)
		Sammy Smith (03/17/2010)
		Shawn William (01/02/2015)

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  icon to review notes regarding children assigned to the Customized Schedule:

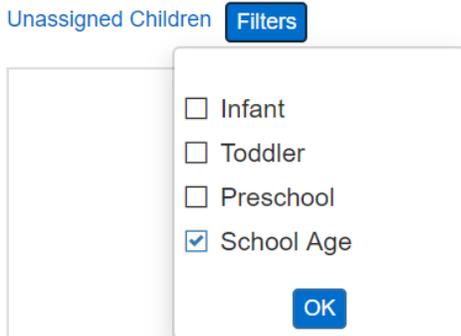
Bold text denotes child level schedule modifications.

Children cannot be unassigned if they have a payment utilizing this schedule

### [Do Customized 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. Caretakers must notify their county caseworker 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.

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.

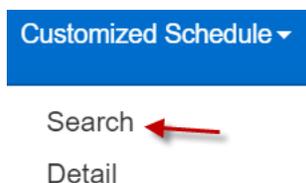


## Do Caretakers and Sponsors still need to backdate times for children enrolled in multiple funding sources?

One of the benefits of using Customized Schedules is that caretakers will no longer need to backdate to account for time their child attended different programming not funded by the PFCC program. If you add a Customized Schedule for any child, the hours will automatically be deducted when you submit your attendance to JFS. Once the schedules have been set up, caretakers 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**.



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

### Customized Schedule Search

Provider:	Jack and Jills Days Care Center (Ohio) ▼
Schedule Name:	<input type="text"/>
Category:	<input type="text"/> ▼
Start:	<input type="text"/>
End:	<input type="text"/>
Status:	Select All ▼
School:	Select All ▼





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 Jill's 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.

Reason for Update

Added new school schedule.

OK

Cancel

## [How do I export Customized Schedules?](#)

If you would like to see your Customized Schedules in report format, you can follow the steps below to create a spreadsheet.

Navigate to **Customized Schedules Search**.

Customized Schedule ▾

Search ←

Detail

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

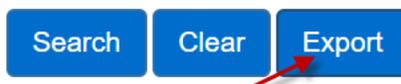


## Customized Schedule Search

Provider:	Jack and Jills Days Care Center (Ohio) ▼
Schedule Name:	<input type="text"/>
Category:	<input type="text"/>
Start:	<input type="text"/>
End:	<input type="text"/>
Status:	Select All ▼
School:	Select All ▼



When the search results appear, press the **Export** button to export all customized schedules that meet your search criteria.

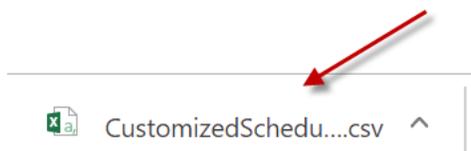


A pop-up message will appear asking if you would like to include Children's names on the exported file. Choose **Yes** to include the names. Choose **No** to exclude the names.

### Export Options

Export with Children?

A CSV file will generate which you can open using 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.



Search   
Detail

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.

### Child Search

Provider:	Best Care 5 (Ohio) ▼
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
CIN:	<input type="text"/>
Phone Number:	<input type="text"/>
Schedule Date:	8/14/2019 
Region:	Ohio ▼
Case Number:	<input type="text"/>
Customized Schedule:	<a href="#">Select &gt;&gt;</a>
Age Group:	<input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input type="checkbox"/> PreSchool <input type="checkbox"/> School Age

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 one assigned. A list of existing Customized Schedules will appear. Click on the schedule you would like to assign. **Note:** If no customized schedules are available to add, the Add Customized Schedule button will not appear.



**Child Detail**

New Save Cancel Merge Upload Picture **Add Customized Schedule**

Child ID: ?? **Spring Hill 19-20**

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.

Spring Hill 19-20 - School Age - Full Day - Best Care 5 History Remove  
Updated 08/14/2019 by Eddie Bell

Start Date 09/01/2019 End Date 06/05/2020

	Mon X	Tue X	Wed X	Thur X	Fri X	Sat X	Sun X			
Start Time	07:15 am			Fill M-F	Fill	Clear				
End Time	03:00 pm	03:00 pm	03:00 pm	03:00 pm	02:30 pm			Fill M-F	Fill	Clear

Press **Save**.

## Conclusion

For additional information, please visit [www.ohiocctap.info](http://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@controltec.com](mailto:SupportOH@controltec.com).