

Dear Child Care Assistance Program Applicant/Participant:

This letter is let you know about changes to the Child Care Assistance Program (CCAP) that will happen beginning this summer. The agency will begin using an electronic time and attendance process called Tracking of Time Services (TOTS) to keep track of the time and days your child is in child care. You may have already received a letter informing you about this process.

Once TOTS begins, in order for CCAP to make payments to your child care provider for the time your child spends in care, your child must be checked in and out each time your child is in care using TOTS. You can authorize up to three other people, called Household Designees, to check your child in and out of child care or to check your child in and out of your child care facility's vehicle for you. Your Household Designee represents you, and you must instruct your Household Designee that once TOTS begins, if they do not properly check your child in and out of child care or your child care facility's vehicle every time care has started or ended using TOTS, CCAP will not pay for child care for your child.

Your Household Designee must be an adult and cannot be your child care provider or an employee of your child care provider. Exception: If you work at the facility where your child is in care, you may check your child in and out of care. Your Household Designee should be someone that you allow to check in and check out ALL the children included in your CCAP case.

Enclosed is a form that you can use to appoint your Household Designee(s). If you would like to name a Household Designee, you must complete, sign, and return the Household Designee Authorization form to the parish office listed at the top of this letter by May 13, 2010. You must clearly print the name AND date of birth for each Household Designee you select. You and your Household Designee(s) will not be able to check your child in and out of child care using TOTS until TOTS begins this summer.

TOTS will use finger imaging (similar to that used in some school lunch programs) or Interactive Voice Response (IVR) (similar to the LaHELPU number) as the way to keep track of your child's attendance. We want you to be assured that a finger image is not a finger print. Finger imaging is a way that measures physical characteristics and converts this into a numeric code to identify a person. This information will not be shared with any other state or federal agency.

The way your child is checked in and out of care each day will depend on the type of provider that cares for your child.

The following child care settings will use finger imaging to keep track of your child's attendance:

- Class A Day Care Center

Note: If the Class A center will provide transportation for your child, you, or your Household Designee MUST be present to check your child on and off the child care vehicle.

- A day care center licensed by the Department of Defense (Class M)
- Care provided in the provider's home (Family Child Day Care Home Provider)

If your child is cared for in a Class A or Class M center or a Family Child Day Care Home, you and your Household Designee(s) must have a finger image scan done before you may begin checking your child in and out of care or an approved child care vehicle. TOTS will not begin until this summer; therefore, we will send you a letter to let you know when and where to get the finger image scan done at a later date.

The following child care settings will use an Interactive Voice Response (with a specific landline telephone) as the way to keep track of your child's attendance:

- School Child Care Program
- Care provided in the child's home

Note: If you choose for your child to be cared for in your home, you MUST have a working landline telephone and you must provide this telephone number to your local Parish Office, if it is not the telephone number you listed on your CCAP application. If you are unsure of what telephone number you listed on your CCAP application, you may check with your worker.

If your child is cared for in a School Child Care Program or in your home, you will be sent instructions for using the Interactive Voice Response.

If you would like to authorize a Household Designee(s), it is very important that you return the enclosed form by May 13, 2010, so that the agency knows who you have authorized as your Household Designee(s) and so your Household Designee(s) will be able to check your child in and out of child care once TOTS begins.

For more information, please visit our website at:

www.dss.louisiana.gov/TOTS

Louisiana Department of Social Services
Office of Family Support
Child Care Assistance Program

Household Designee Authorization

Case ID: _____

Time and Attendance Number: _____

Worker Number: _____

To **ADD** a Household Designee, complete the section below. PLEASE PRINT and return to the address above.

Name (First, MI, Last)	Date of Birth (MM-DD-YYYY)

Once you have designated someone to check your child in and out of care and you no longer would like this person to do this for you, we must receive your written request to make this change.

I understand that a Household Designee represents me, and I have instructed my Household Designee that once Tracking of Time Services (TOTS) begins, if they do not properly check my child in and out of child care or my child care facility's vehicle every time care has started or ended using TOTS, CCAP will not pay for child care for my child.

By signing this form I am authorizing the Household Designee listed above to check my child in and out of child care on my behalf:

Signature of Head of Household

Printed name of Head of Household

Date