

1.1.1.1 Ohio Child Care TAP

Guide for Submitting Attendance

June 12, 2026

What is Submitting Attendance?

After attendance has been recorded for a complete service period, programs should submit attendance information for payment as soon as possible. When a program submits attendance, it certifies that attendance is accurate and complete, and the attendance is sent to DCY for processing.

Attendance can be submitted for all children or for individual children. Attendance should never be submitted if it is incorrect or inaccurate. Submitting attendance in a timely manner results in quicker payment.

Payment Schedule Definitions:

- **Service Week** refers to the actual week when your service to the child(ren) took place. Weeks begin on a **Sunday** and end on a **Saturday**. A complete attendance can be submitted after the end of a service week.
- **Service Month** refers to the actual calendar month when your service to the child(ren) took place. Months begins on the **first day of the month** and ends on the **last day of the month**. A complete attendance can be submitted after the end of a service month.
- **Submit Attendance Week** refers to the week when you can submit attendance. Note that you cannot submit attendance if still in the current service week.
- **Payments Processed Day:** The day when payments for your submitted attendance are processed by DCY. Any attendance submitted during a week will be processed **on the following Sunday**. Processed payments are moved to **Paid** status. Once payments are processed, you will be paid within **10 calendar days**, depending on your bank. Any delays after the 10 days will be relayed on the splash page.
- **Payment Issued Day:** Payment status changes to **Issued** in KinderConnect.

When to Submit Attendance?

Complete attendance can be submitted after the end of a service week or month.

Weekly PFCC Authorization Payment Schedule Example:

- Service Week - 1st to the 7th
- Submit Attendance Week - 8th to the 14th
- Payment Processed Day - 15th
- Payment Issued Day - 23rd
- Possible Payment Day - 10 calendar days after being processed. The expected payment day would be on the 25th.

In the example below, the service week of the **1st** can be submitted any time after the **7th** (end of the service week). If the attendance was submitted any day between the **8th** and **14th**, the payment would be processed on the **15th**. The payment issued day is the **23rd**. The Provider is expected to receive the payment 10 calendar days after the payment is processed. **In this example, the first possible payment day would be on the 25th.** Any payments received before this date would be dependent on your bank.

JUNE 2025

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
← SERVICE WEEK →						
8	9	10	11	12	13	14
← SUBMIT ATTENDANCE WEEK →						
PAYMENT PROCESSED DAY ¹⁵	16	17	18	19	20	21
22	PAYMENT ISSUED ²³	24	POSSIBLE PAYMENT DAY ²⁵	26	27	28
29	30					

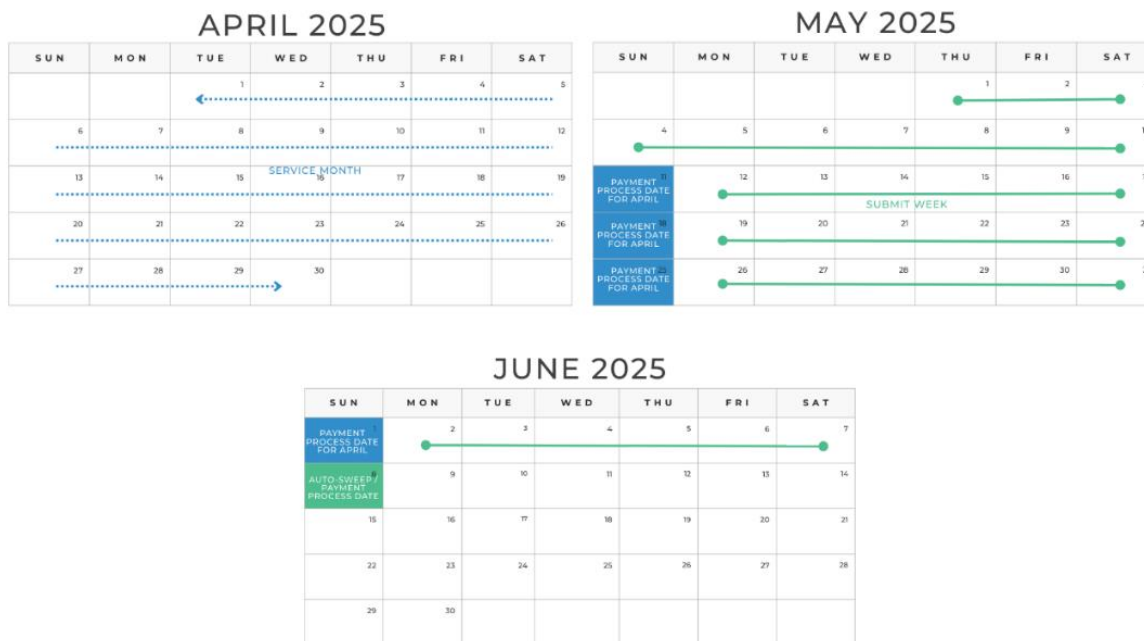
Monthly (CCVP/OPP) Authorization Payment Schedule Example:

Programs can submit attendance for Monthly Authorization children starting the day after the service month concludes. Payment for CCVP services will then be processed **one full week** after the end of the service month. Payment for OPP services are currently processed outside of TAP, therefore payment processing dates for OPP services are not available.

Note: Please be sure to review attendance weekly, for children under the Monthly authorizations, such as CCVP and OPP. Providers are only allowed a 4-week limit for backdating, attendance approvals, and corrections. Missing this window can cause an additional 4 to 5 week delay in receiving your payment.

Please see the sample below:

- Service Month - April 2025
- Auto Sweep/ Payment Process Date (If Attendance has not been submitted) - June 8
- Payment Schedule for April Service Month:



Do I have to Submit Attendance?

No, programs are not required to submit attendance. However, **submitting attendance is highly recommended** to help ensure that accurate attendance information is reported and that payments are processed as early as possible.

If attendance is not submitted, the system will automatically process attendance after four weeks. Payments will then be deposited into the program's bank account approximately five weeks after the service week.

What if I make a mistake after I Submit Attendance?

Prior to submitting attendance, you should always make sure your attendance is complete and accurate. However, if you realize there is a problem, you have until the next Saturday at 11:59 PM to recall attendance for the week you just submitted. Once attendance for one child or more has been recalled, you can make attendance corrections. You must resubmit attendance after it has been corrected and saved. See the KinderConnect Recalling Attendance QRC for more. If you realize there was a mistake after the following Saturday at 11:59 PM, attendance cannot be corrected.

How to Submit Attendance?

On the main KinderConnect menu, click **Submit** under **Attendance** to view all authorized children's names.

Attendance ▾ Pro

Detail

Submit 

Transactions

Click **Submit** next to the week of attendance you would like to submit. You cannot submit attendance for a week until the week is over.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted
Submit	Recall	Note	12/30/2018	1/5/2019	Ohio	1	0
Submit	Recall	Note	12/23/2018	12/29/2018	Ohio	1	0
Submit	Recall	Note	12/16/2018	12/22/2018	Ohio	1	0
Submit	Recall	Note	12/9/2018	12/15/2018	Ohio	1	0

Click on the **Submit** checkbox beside individual child names or select the **Submit** checkbox in the blue header to select all children who have a status of "Ready". You can only submit attendance for children who have a status of "Ready". Please see below regarding the various Attendance Submit Statuses.

Submit: Attendance Cycle (Ohio): 12/23/2018 - 12/29/2018

Attendance Not Yet Submitted:

☐	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
Submit								
☐		William, Dorothy	09:00	0	Ready			Attendance
		William, Shawn		0	No Attendance			Attendance

Press the **Save** button.

Submit: Attendance Cycle (Ohio): 12/23/2018 - 12/29/2018

Attendance Not Yet Submitted: Show All

☒	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
Submit								
☒		William, Dorothy	09:00	0	Ready			Attendance
		William, Shawn		0	No Attendance			Attendance



Read the disclaimer. Check the box to agree with the Attendance Submittal disclaimer, then press the **Submit Attendance** button to complete.

KinderConnect will return you to the **Attendance Submit** page. You can verify that your attendance was successfully submitted by reviewing the **Unsubmitted** column to see the total number of children who were not yet submitted for the selected week and the **Submitted** column to see the total number of children who were submitted for the selected week.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted
Submit	Recall	Note	12/30/2018	1/5/2019	Ohio	2	0
Submit	Recall	Note	12/23/2018	12/29/2018	Ohio	1	1
Submit	Recall	Note	12/16/2018	12/22/2018	Ohio	2	0

If you navigate to the **Attendance Details** page for the week of attendance you submitted, you will notice that the week is highlighted in a dark blue color and the times cannot be changed.

Attendance Submittal

1. By submitting this attendance, I confirm that it is complete, true and accurate.
2. I will be responsible for any false, incomplete, misleading or erroneous information submitted.
3. I acknowledge that I will be responsible for full reimbursement of any overpayments that result from the submission of false, incomplete, misleading or erroneous information.
4. I understand and acknowledge that I may be prosecuted under any applicable Federal and State laws for submitting any false claims, statements, documents or for the concealment of material facts.

☒ I agree with the above terms and conditions

Submit Attendance Cancel

< 12/26/2018 >	Children Displayed Per Page 50 ▼													
Child Name	Sunday 12/23		Monday 12/24		Tuesday 12/25		Wednesday 12/26		Thursday 12/27		Friday 12/28		Saturday 12/29	
William, Dorthy	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:
Date of Birth: 4/5/2014														
Case Number: 22222				09:00 am		06:00 pm								
Absences: 1/1/10														
UAN: (1252) - 01/01/2018														
Daily Hours: 0:00	Absent: ▼		Daily Hours: 9:00		Absent: ▼		Daily Hours: 0:00		Absent: ▼		Daily Hours: 0:00		Absent: ▼	
Total Hours 09:00														
Hours Attended: 09:00														
Sched: Varying: NonSchool (60.00)			Sched: Varying: NonSchool (60.00)		Sched: Varying: NonSchool (60.00)		Sched: Varying: NonSchool (60.00)		Sched: Varying: NonSchool (60.00)		Sched: Varying: NonSchool (60.00)		Sched: Varying: NonSchool (60.00)	
Note			Note		Note		Note		Note		Note		Note	

What are the Attendance Submit Statuses?

In order to submit attendance for a child, the attendance submit status must be **“Ready”**. This means that the child has valid and complete attendance for each day of the week and there is no pending attendance for the child. The service week has passed and attendance has not yet been submitted for this child.

Attendance Submit Statuses include:

Ready – Attendance is complete and valid. Attendance with this status can be submitted.

No Attendance – This means that no In or Out times, absences nor Professional Days have been recorded for a child for the entire week. You do not need to submit attendance if no attendance has been entered. This serves as a reminder if any attendance should have been entered and wasn’t.

Incomplete – Incomplete indicates that there is a problem with at least one time-pair for the child for the service week. This serves as a reminder that there is missing or incorrect attendance.

Cycle Active – This attendance is the current week. You cannot submit attendance until after the week ends. Weeks are Sunday at 12:01 A.M. through Saturday at 11:59 P.M.

Pending – There is one or more pending time for the selected service week. A primary caretaker must approve all In and Out times entered by a program.

How to Correct Attendance

Navigate to the **Attendance Submit** page and click **Submit** beside the service week you would like to submit. If attendance has a status of **Incomplete** or **Pending**, click the **Correct** link beside the child’s name.

Submit: Attendance Cycle (Ohio): 12/23/2018 - 12/29/2018

Attendance Not Yet Submitted: Show All ▼

Submit	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
	Correct	William, Shawn		0	Incomplete			Attendance

In this example, the child is missing an Out time as indicated below. As the program, you can enter the missing Out time, but the primary caretaker is required to approve the Out time. Another option would be to have the caretaker or sponsor enter a backdated transaction for the missing Out time.

Correct Attendance for William, Shawn

Attendance Date	Error Description	Attendance
12/23/2018	Missing Time Out	In: 09:00 am Out: Absent: ▼ Sched: Varying: NonSchool (60:00)

If you click on the **Attendance** link, you will be taken to the **Attendance Details** page.

Submit: Attendance Cycle (Ohio): 12/23/2018 - 12/29/2018

Attendance Not Yet Submitted: Show All ▼

☐	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
Submit								
	Correct	William, Shawn		0	Incomplete			Attendance

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@controltec.com.