

Recording School-Age Attendance for Publicly Funded Child Care in the Time Attendance and Payment System During the COVID-19 Pandemic

Providers are responsible for ensuring that schedules submitted in the time, attendance and payment (TAP) system accurately reflect the time in which payment for child care services can be received. Providers can bill for child care using the TAP system for the Remote Learning or Hybrid Learning Schedules listed in this document for child care provided on or after August 25, 2020.

Providers should collect from each family documentation from the school that identifies what learning model the school-age child is enrolled in and their assigned schedule. This documentation will help the provider know what hours can be billed for child care in the time, attendance and payment (TAP) system. Providers should keep the documentation on file for record retention purposes. Examples of documentation need to include the child’s name and days the child is in attendance and something that identifies it as being from the school, for example on letterhead or including a school logo. This information may be found on the school districts website, in an email from a school representative (school email address) or a letter from school.

There are three types of learning models implemented by the school districts:

1. Remote – virtual learning when a child is not physically present in a school building
2. Hybrid – combination of remote and in-person
3. In-person – physically present at school

Providers are responsible to enter the school-age child’s schedule into TAP which includes hours the school-age child should be in school if the parent had the option for in-person learning and instead opted for remote learning. This includes a hybrid school model where the parent opted out of the hybrid model. The scenarios below outline the steps to follow.

REMOTE LEARNING

Scenario	Example	PFCC billable	TAP – Customized Schedule Category	TAP - Customized Schedule
The child does not have the option to attend school in-person and is learning remotely full time.	School did not offer parent a choice and child is learning remotely full time.	The program will get paid for care provided during the school days that the child is not attending their school in person.	SA/KD – Remote Learning – Building Closed	No hours are required to be entered as a schedule for this child because no child care hours are being deducted.



The child has the option to attend school in-person, but the parent opted out and chose remote learning full time.	School did offer full time in-person instruction, but the parent chose for their child to participate in remote learning full time.	The program will not get paid for care provided during the school day.	SA/KD – Remote Learning – Parent Option	The program must enter the hours the child would have the option to attend school in-person (ex. school start and end times and school start and end dates)
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HYBRID LEARNING

Scenario	Example	PFCC billable	TAP – Customized Schedule Category	TAP - Customized Schedule
The child does not have the option to attend school in-person full time and is given a hybrid school schedule.	<p>Child is scheduled to attend school in person on M,W and remote learning on T, Th, F.</p> <p>A Kindergarten child who was scheduled to attend school in-person on M,W,F but will now participate in a hybrid schedule with in-person learning on M,W,F mornings and remote learning on M,W,F afternoons.</p>	<p>The program will get paid for care provided during the school day on days the child is scheduled to participate in remote learning or not scheduled to be in school.</p> <p>In the first example, the program would be eligible to be paid for T, Th, F, while the child is participating in remote learning as part of the hybrid.</p> <p>In the second example, the program would be eligible to be paid for M,W,F afternoons.</p>	SA/KD – Hybrid – In-Person & Remote Learning – Building Open	The program must enter the child’s daily school schedule for days the child is attending school in-person.



<p>The child has the option to attend school in-person for a portion of the week (hybrid) but chose full time remote learning.</p>	<p>Child is scheduled to attend school in person on M,W and participate in remote learning on T,Th, F. The parent has opted not to send the child in person but instead to do remote learning every day.</p>	<p>The program will only be paid for care provided during the school day on the days the child is required to participate in remote learning (school start and end times would not need to be entered for T, TH, F in the example). The program is not eligible to be paid for the days the parent chose to participate in remote learning instead of attending school in-person (School start and end times should be entered for M, W in the example).</p>	<p>SA/KD – Hybrid – In Person & Remote Learning – Parent Option</p>	<p>The program must enter the hours the child would have the option to attend school in-person (ex. School start and end times and school start and end dates) in order for those hours to be deducted from the providers payment.</p>
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IN-PERSON LEARNING

Scenario	Example	PFCC billable	TAP – Customized Schedule Category	TAP - Customized Schedule
<p>In-person learning schedules are for children who are attending school during a regular school day without schedule alterations due to COVID.</p>	<p>The child is attending school 5 days per week during the school day and attending the child care program before/after school or evening/weekends (except for School Age Pandemic Licensures, they will not be paid for evenings and weekends).</p>	<p>The program will be paid for care provided during non-school day hours.</p>	<p>School Age – Full Day – In Person Learning Kindergarten – Full Day – In Person Learning Kindergarten – PM – In Person Learning Kindergarten – AM – In Person Learning</p>	<p>The program must enter the child’s daily school schedule. If the child is in Kindergarten the program would choose the appropriate Kindergarten schedule and enter the child’s daily school schedule.</p>