

Time and Attendance System (TAS)

Important information for child care providers participating in the Child Care Subsidy Program

Protect your business and never give out your personal information over the phone. KNOW—the Department of Human Resources or its contractors will never request your personal banking information over the phone.

The Department has established the Child Care TAS Adjustment Review Committee. The TAS Adjustment Review Committee will review and approve or disapprove any requests from day care providers for adjustments to payments. Providers must submit adjustment requests directly to the Child Care Services Division at the following address:

**Alabama Department of Human Resources
Child Care Services Division
P. O. Box 304000
Montgomery, AL 36130-4000
ATTN: TAS Adjustment Review Committee**

The request must be submitted within thirty (30) calendar days of a payment deposit and must be signed by the authorized representative of the child care facility.

At a minimum, child care facilities must submit the sign-in and sign-out sheets documenting the child's attendance for the dates an adjustment is requested.

To receive accurate and timely direct deposit payments it is important that the POS device is connected and parents are swiping their TAS cards.

To receive payment for provider closure days, the provider must enter the closure date in the TAS Provider Web Portal. The internet address needed to enter provider closure dates in the Provider Web Portal is www.alacctas.com. **Dates must be entered in advance of the closure day** and only 13 closure days are allowed per fiscal year (October 1 to September 30).

- **Even if a provider has submitted a Provider Closure Schedule when completing the Provider Registration, providers MUST also enter their closure dates into the TAS Provider Web Portal to receive payment for the closure days.**
- Providers can be paid for five (5) emergency closures days per year. To be paid for Emergency closures days, report the information to the CMA.

TAS cards are issued to parents and to alternate cardholders selected by the parent. Swiping the TAS cards on the POS device allows Child Care Subsidy Program funds to be paid on behalf of eligible families. The use and/or possession of the TAS card by anyone other than the card recipient is considered fraud and is punishable by termination from participation in the Child Care Subsidy Program and possible prosecution. **It is the parent's and/or alternate cardholder's responsibility to keep the TAS card and to swipe the child's attendance. Effective May 1, 2012, any provider in possession of a parent's TAS card or who has been determined to have used a parent's card to swipe attendance is subject to termination from participation in the Child Care Subsidy Program.**

Center providers, family day care home providers or group day care home providers, with children enrolled in the Child Care Subsidy Program, must have a POS device to participate in the Child Care Subsidy Program. Any provider that does not have a POS device should contact the TAS Provider Installation Help Center at 1-866-217-1076.

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Payment for attendance is based on the parent or alternate cardholder's success/approved check-in AND success/approved check-out for each day the child attended day care. If a Child Care Subsidy Program parent refuses to swipe their TAS card, report this information to the Child Care Management Agency (CMA) immediately to avoid delays in payment.

Child care providers can be paid for five (5) absences in a month, if the absence is recorded on the POS device by the parent. To record an absence, the parent must swipe their card on the POS device, select the absence key and enter the absence date.

- To receive payment for more than 5 absences and up to 10 absences per month, the parent or provider must submit to the CMA, in writing, the dates of the absence **along with a statement from the child's doctor.**

The TAS Provider Web Portal allows providers to check the status of children authorized at the day care program, check successful/approved transactions, review payment history, and verify payments. Providers can review information on the Web Portal as often as needed.

The login page of the TAS Provider Web Portal (www.alacctas.com) has helpful resources such as the TAS Payment Schedule, TAS Banking Form, and the Equipment Agreement. There are also links to Child Care Management Agencies, Child Care Quality Enhancement Training Agencies and the DHR website. Review of the TAS Provider Web Portal and the helpful resources and links can benefit the child care program.