

# Louisiana Child Care Tracking of Time Services (TOTS) Biometric/POS Scanner TIP CARD

**Keep these instructions for reference later**

## HOW TO REPORT YOUR CHILD'S ATTENDANCE AT A CHILD CARE CENTER USING THE BIOMETRIC FINGER IMAGE SCANNER

- Step 1** Place your index finger on the Biometric Scanner
- Step 2** If you are currently a household designee on more than one case, you will be prompted to select the TA# and primary name on the case for the child you are checking-in or checking-out.
- Step 3** Choose one of the following options on the Point-of-Service (POS) machine
  - Check In
  - Check Out
  - Previous Check In
  - Previous Check Out
- Step 4** Key in the child's 2-digit Child Number and press Enter on the POS device
- Step 5** If your child currently has more than one authorized provider, you will be prompted to select the provider furnishing care. Follow the prompts for the provider name choices given.
- Step 6** Repeat Steps 3-5 for each child
- Step 7** When finished, press Enter to complete

## PREVIOUS CHECK IN AND PREVIOUS CHECK OUT

This feature is provided so you may record attendance for a prior day. If you were unable to scan your child's attendance on Monday, you can record the attendance on Tuesday by selecting the Previous Check In option to record the date and time you dropped off the child.

You must also record when the child left care by choosing the Previous Check Out option and recording the date and time the child left child care. Previous Check In and Previous Check Out can be used for up to 7 days in the past (current day plus 6 previous days).

## CORRECTING ATTENDANCE ERRORS

If attendance is recorded incorrectly, your Provider has the ability to void a transaction. Please talk with the Provider directly about correcting any errors. All errors must be corrected within a 7 day period.

## OTHER IMPORTANT INFORMATION

You must record attendance each day or you may be responsible for paying the entire cost of your child care services. If you receive any error messages, notify your Provider immediately. For questions about TOTS contact your local Parish Office.



Cut along the perforated line and keep these simple Tips for TOTS in your purse or wallet

### LOUISIANA TRACKING OF TIME SERVICES (TOTS)

**Write your child numbers here**

<i>Child's Name/Nombre del niño</i>	<i>Number/Número</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Reporting Attendance

*Child Care Centers- Biometric /POS*

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