



August 25, 2011

Dear Child Care Providers:

Many of you who transport children to and/or from your facility have been concerned about recording the children's attendance in the SEEK system. The purpose of this letter is to address your questions.

Transporting Children One Way

If you transport a child to your facility at the beginning of his child care day but the parent/responsible adult picks the child up at the end of the day, the parent will record the child's attendance using the SEEK card. When the parent attempts to check the child out, she will be reminded that the child has not been checked in. She will check the child in using the previous transaction function and then check him out, thus recording the attendance for the day.

When the parent brings the child to the facility, she will check the child in by using her SEEK card. If you transport the child home at the end of that day, the parent will be reminded the next day when she attempts to check her child into the facility that the child was not been checked out the previous day. She must use the previous transaction function to check the child out before checking him in for the current day. The attendance for the previous day is thus recorded.

Transporting Children Both Ways

If you pick up a child at the beginning of his child care day and return him home at the end of the day, you have two options for recording his attendance at your facility:

- You can require that the parent/responsible adult or alternate cardholder come to your facility at least one time during the week to perform all the previous transactions necessary to record the child's attendance for the past five (5) days.
- You can place a Point of Service (POS) machine in the facility's vehicle for the parent to record attendance when you pick up and/or deliver the child home. See the information below about using the mobile POS machine.

Using a Mobile POS Machine

The mobile POS device uses a light-weight, compact inverter that plugs into the lighter socket of your vehicle. The POS machine is connected to the inverter. The parent is then able to swipe the SEEK card to record attendance when you pick up and/or deliver the child home.

If you are entitled to more than one (1) POS device, you can designate one of them for your vehicle. You can purchase a power inverter from any computer/mobile phone retailer. Affiliated Computer Services (ACS) will work with you to set the machine to automatically store the data.

Cost of Lease and Time Period

If you qualify for only one (1) POS device, you can lease a machine to use in your vehicle from ACS for a six-month or twelve-month period. The cost for an analog connection is \$21.50 a month; the internet connection is \$29.50 each month. The Oklahoma Depot will send you the inverter and the machine which will already be programmed for you to store and forward the attendance data. If you decide to lease an additional POS machine, please call 1-866-217-1076.

Store and Forward of Check-In and Check-Out Transactions

Before shipping a POS device to a provider, the Oklahoma Depot needs to know if it will be used as a mobile device so the machine can be programmed to automatically store the data and then forward the swipe transactions. If the machine is not programmed for the Store and Forward function, the swipe process takes significantly more time to complete.

It is important for you to know that with the mobile device you will not know if a child is approved or denied until the child is at your facility. Also, if the cardholder swipes in incorrect information, such as the wrong child identification number or a wrong PIN, you will not know until the child is already at your facility. No additional swipes can be accepted for the child until a correction is made by the cardholder.

Safety Requirements

The Regulatory Section in the Division has safety requirements and tips for transporting children and attaching equipment securely to your vehicle. The requirements and tips are attached and must be reviewed with your staff, the driver of the vehicle and parents. This document must be posted in the vehicle at all times the vehicle is in use. If the facility is found out of compliance with these requirements, the corresponding violation of the child care requirement will be documented and action taken as needed.

If you have questions about the information in this letter, please call Barbara Carter, Subsidy Services Policy and Planning Consultant, at 919-662-4561, extension 7059.

Sincerely,



Deborah J. Cassidy, PhD

DJC:BC

Attachments

cc: Child Care Consultants
Subsidy Services Consultants
LPA Child Care Coordinators