

**Louisiana Department of Education  
Child Care Assistance Program**

---

---

**Household Designee Authorization**

Date: \_\_\_\_\_

Case ID: \_\_\_\_\_

Time and Attendance Number: \_\_\_\_\_

Worker #: \_\_\_\_\_

Dear \_\_\_\_\_ :

In order for the Child Care Assistance Program (CCAP) to make payments on your behalf for child care provided, you (or someone you authorize) must check your child in and out of care using Tracking of Time Services (TOTS) each time your child is in care. TOTS is an electronic time and attendance process that keeps track of the time and days that your child is in care. TOTS uses finger imaging to keep track of your child's attendance.

A finger image is not a finger print. Finger imaging is a way that measures physical characteristics and converts this into a numeric code to identify a person.

You may authorize up to 3 other people to check your child in and out of child care. The people you authorize to check your child in and out of care are called Household Designees (HD). A household designee is an adult who is designated by the CCAP head of household to check a child in and out of care from an eligible CCAP provider or a child care facility's vehicle. A household designee is also the person to whom the provider may release the child to when the provider leaves the child's home (if care is provided in the home of the child).

If you choose care in a child care setting that uses finger imaging as a way to keep track of your child's attendance, each HD must have a finger image scan done before they are authorized to check your child in and out of care or an approved child care vehicle.

The Department of Education must receive this signed form before your HD can complete a finger image scan. Until this form is received and processed, your HD will not be able to check your child in or out of care for you. You will receive a letter once your HD has been added and approved. It is your responsibility to give all information needed to check your child in and out of care to your HD.

Your HD must be an adult and cannot be your child care provider, an employee of the provider, or living in the home of your Family Child Day Care Home Provider. Your HD should be someone that you allow to check in and check out ALL the children included in your CCAP case.

**CCAP Household Eligibility**

P.O. Box 260037  
Baton Rouge, LA 70826

**Telephone:** 1.877.453.2721

**Fax:** 225.342.3906

To ADD an HD, complete the section below. PLEASE PRINT and return to the address or fax above.

<b>Name (First, MI, Last)</b>	<b>Date of Birth (MM-DD-YYYY)</b>

---

Once you have designated someone to check your child in and out of care and you no longer would like this person to do this for you, we must receive your written request to make this change.

To REMOVE the following person(s) as an HD, complete the section below. PLEASE PRINT and return to the address or fax above.

<b>Name (First, MI, Last)</b>	<b>Date of Birth (MM-DD-YYYY)</b>

I understand that an HD represents me, and I have instructed my HD that if they do not properly check my child in and out of care or my child care facility's vehicle every time care has started or ended using TOTS, CCAP will not pay for care for my child.

By signing this form, I am requesting to add or remove the HD(s) listed above.

My signature verifies that the HD(s) listed above:

- (1) is not the CCAP child care provider for my child or children,
- (2) is not an employee at my child care provider's center, and
- (3) does not live in the home of my family child care provider.

---

Signature of head of household

---

Printed name of head of household

---

Date