



Missouri CCBIS Guide for Approving Sponsors

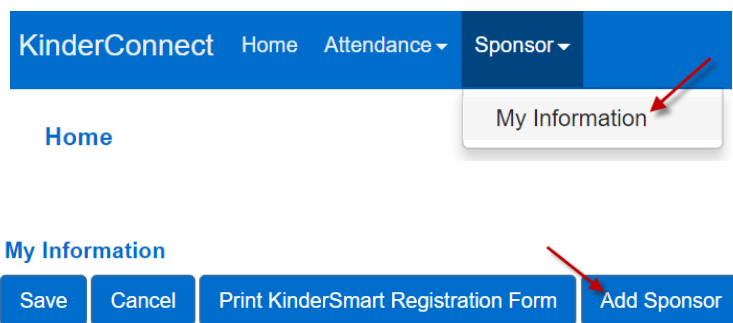
November 7, 2018

What Are Sponsors?

A sponsor is any individual authorized to drop off or pick up a child from a provider's location.

How Are Sponsors Added to CCBIS?

Other than the primary parent, all sponsors must be added to CCBIS by either the provider or the primary parent. A primary parent can add a sponsor by logging into KinderConnect and navigating to the **Sponsor > My Information** page. Press the **Add Sponsor** button.



A pop-up screen will appear. Enter the sponsor's information. All fields are required. Press **OK** to add the sponsor. **Once the sponsor has been added, you should approve the sponsor. Follow the steps described below to approve the sponsor.**

Add Sponsor

First Name: ★

Last Name: ★

Sponsor Type: ★

Phone Number: ★

Primary Parents Must Approve All Sponsors

It is important for a primary parent to approve all sponsors. If you do not approve a sponsor, the sponsor can sign the child in and out of care, but each attendance



transaction is pending. The primary parent will be required to approve each attendance transaction until the sponsor is approved. Once the sponsor is approved, attendance transactions will be automatically approved. Sponsors can be approved by primary parents in **KinderConnect** and **KinderSign**.

A provider will not be able to submit attendance for payment if attendance is pending at the end of the month.

How Do Primary Parents Approve Sponsors in KinderConnect?

Primary parents can log into KinderConnect and navigate to the **Sponsor > My Information** page. All sponsors associated with your case will be shown in the **My Children's Sponsors** section. For each sponsor that needs to be approved, check the **Enters Approved Attendance** checkbox beside the sponsor's name. By checking this box, this sponsor's attendance is automatically approved. If you would like this sponsor to see your case information, you can also check the **Views Case Info** checkbox beside the associated sponsor. Only primary parents can approve attendance. This box cannot be selected for any other sponsors. Clicking the **Delete** link beside the sponsor will delete the sponsor. Once deleted, this sponsor can no longer check your children in or out of care.

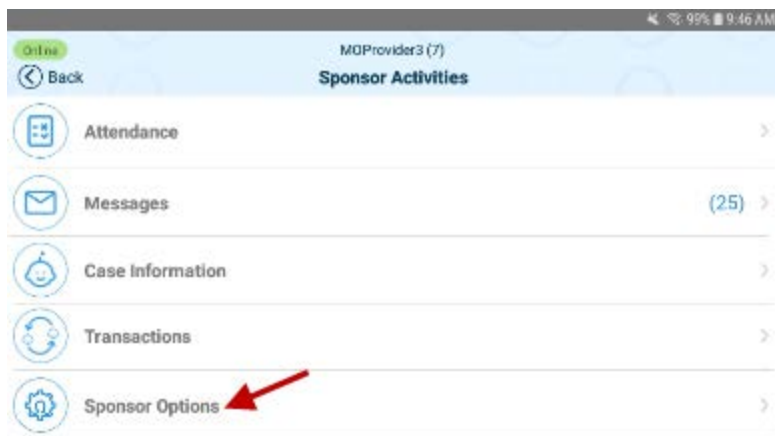
My Children's Sponsors:

Sponsor	Child	Relationship	Enters Approved Attendance	Approves Attendance	Views Case Info	Delete
Romero, Christine	Romero, Roy	Parent <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Morgan, Jean	Romero, Roy	Relative <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
North, Suzanna	Romero, Roy	Neighbor <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Montes, Maria	Romero, Roy	Babysitter <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete

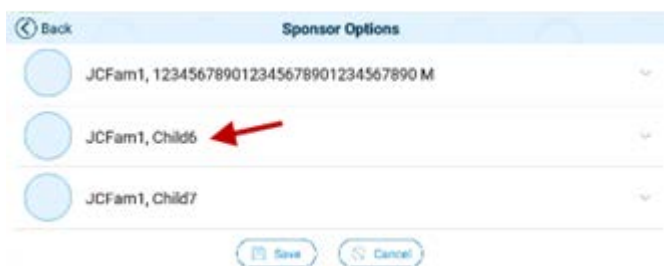
How Do Primary Parents Approve Sponsors in KinderSign?

Primary parents can also approve sponsors in KinderSign. Primary parents cannot add new sponsors in KinderSign. A primary parent can add a sponsor in KinderSign by following these steps:

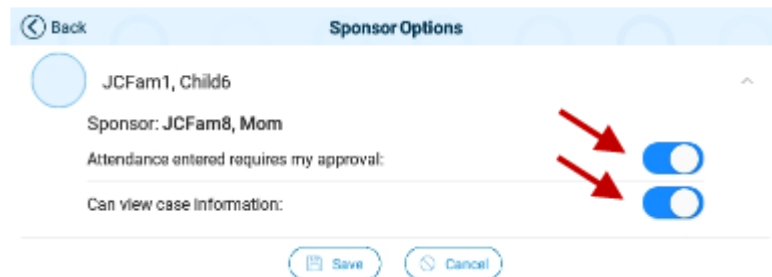
- Logon to KinderSign by entering their 10-digit phone number and pin.
- Click on the **Sponsor Options** tab.



- Click on a child's name to expand their list of sponsors.



- For each sponsor you can choose if they can view case information and if the attendance they enter will need to be approved by you.



- Be sure to press **Save** at the bottom of the page.

[How Do Primary Parents Approve Attendance Transactions?](#)

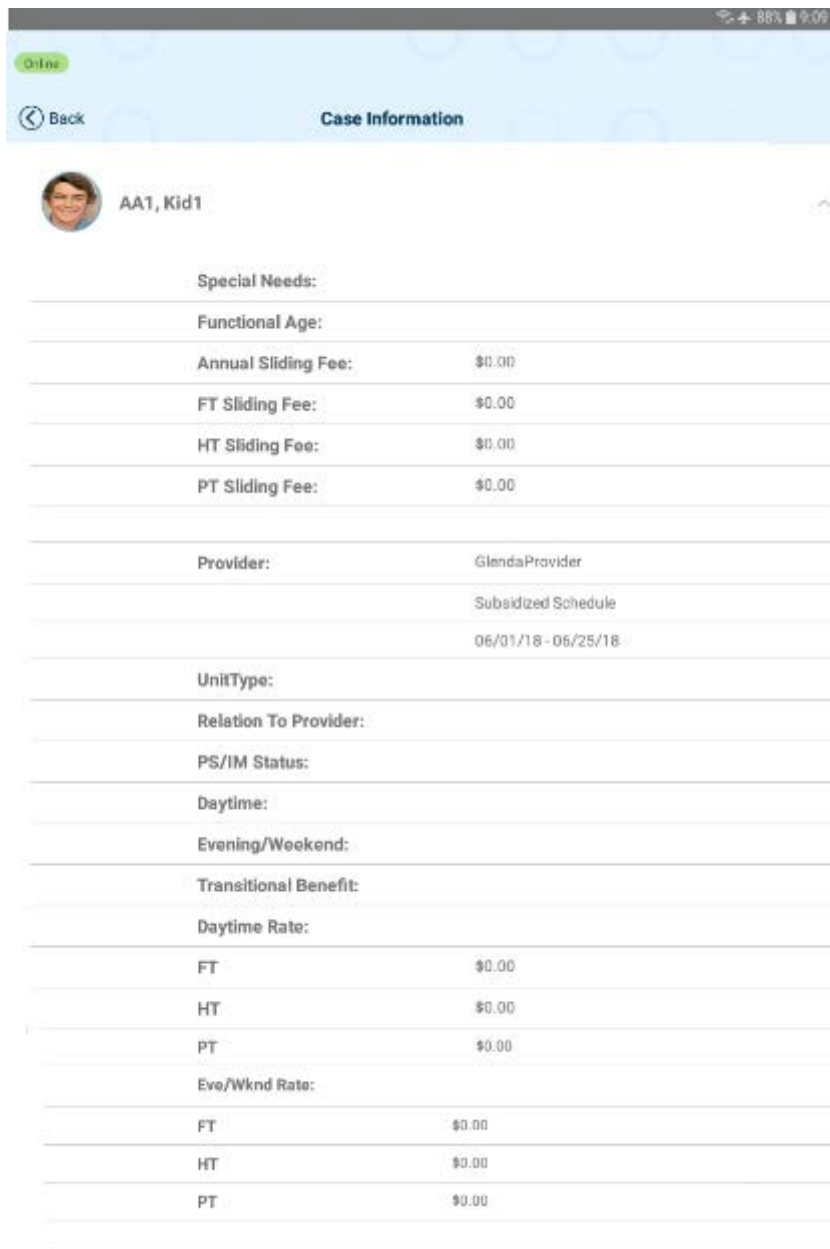
To approve attendance transactions in KinderConnect, refer to the KinderConnect - Parent/Sponsor Approval of Transactions QRC.

To approve attendance transactions in KinderSign, refer to the KinderSign - How to Approve Attendance Transactions QRC.

To approve attendance transactions in KinderSmart, refer to the KinderSmart – How to Approve Attendance Transactions QRC.

What Information Displays on the Case Information Page?

For subsidized families, the **Case Information** page displays information regarding your child subsidy case.



Online

Back Case Information

AA1, Kid1

Special Needs:

Functional Age:

Annual Sliding Fee: \$0.00

FT Sliding Fee: \$0.00

HT Sliding Fee: \$0.00

PT Sliding Fee: \$0.00

Provider: GlendaProvider

Subsidized Schedule

06/01/18 - 06/25/18

UnitType:

Relation To Provider:

PS/IM Status:

Daytime:

Evening/Weekend:

Transitional Benefit:

Daytime Rate:

FT	\$0.00
HT	\$0.00
PT	\$0.00

Eve/Wknd Rate:

FT	\$0.00
HT	\$0.00
PT	\$0.00



For private pay families, the **Case Information** page displays basic information about your schedule.



Conclusion

For additional information, please visit <https://ccbismo.info/>. There you will find additional training materials and videos.

For additional application related issues and questions, please feel free to contact our Missouri CCBIS Support Center at 833-866-1709 and select option 9 or email supportMO@controltec.com.