



Please Mail or Fax this form to:

Workforce Solutions Texoma  
2415 South Austin Ave, Suite 105 or FAX # 903-463-3073  
Denison, TX 75020

# PARENT AGREEMENT

## FOR USE OF THE CHILD CARE AUTOMATED ATTENDANCE CARD

Parent/Caretaker (print name): \_\_\_\_\_

**As a requirement for receiving child care services, I agree to the following:**

- I understand that use of the Child Care Automated Attendance card (attendance card) is mandatory.
- I must use the attendance card to report attendance and absences.
- If I do not report attendance or absences using the attendance card:
  - my child care services may be terminated; and
  - I may be responsible for paying my provider.
- I can designate up to three individuals as secondary cardholders to report attendance and absences on my behalf. I have listed the three individuals below.

| Full Name of Designated Individual | Birth Date |
|------------------------------------|------------|
|                                    |            |
|                                    |            |
|                                    |            |

- The secondary cardholder must be at least 18 years old, unless the individual is the child’s parent.
- I must not designate the owner or director of the child care facility as a secondary cardholder.
- I am responsible for any misuse of the attendance card by any secondary cardholder.
- I am responsible for informing any secondary cardholders of these requirements and their responsibility for using the attendance card.

**I also understand that my child care services can be terminated if I or the secondary cardholder:**

- gives the attendance card to someone else—including the child care provider; or
- gives the personal identification number to someone else.

I acknowledge that I have read and agreed to this parent agreement, and all of my questions about this agreement have been answered:

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The Texas Workforce Commission prosecutes fraud to ensure that child care funds are maximized for qualified families. To report suspected fraud, call the fraud hot line at (800) 252-3642.*