



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 (3) 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.
- ❖ I can go back 7 days, including present day to report previous attendances/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 understand that if my card is lost, stolen, or not working I need to call Child Care Services within 3 calendar days of it being lost, stolen, or not working in order for Child Care staff to order a new card. If I do not call within the three days I will be responsible for payment to the provider for unrecorded attendance/absences.
- ❖ 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.
- ❖ Transfer request to another child care provider will not be granted until the parent fee and attendance and absences is either recorded using the attendance card or paid in full to the provider.

**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.*