

WST BOARD POLICIES & PROCEDURES

CHAPTER 8 – PROGRAM SERVICES

SECTION 4 – CHILD CARE SERVICES

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8.4.1 Child Care Services Availability

Reference: TWC Rule 809.11 Board Responsibilities

WST will require the Child Care Contractor to have a presence in all local career development centers on an as needed basis. The Board will monitor such activity and determine the level of need.

WST will provide all records required by the Commission for review and monitoring.

8.4.2 Child Care Plan and Funding

Reference: TWC Rule 809.12 Board Planning and Policies for Child Care Services, WD Letter 26-11 Verifying Social Security Numbers in At-Risk Child Care Cases

WST will, as required by the Texas Workforce Commission (TWC), submit a child care plan for approval. Revisions and amendments to this plan will be submitted to the Texas Workforce Commission. The child care plan will be incorporated into the Board Master Plan.

8.4.2.1 Performance Standards

WST will ensure performance standards developed by the Texas Workforce Commission are met.

The Child Care Contractor will be required to meet all contracted performance measures each month. Failure to meet performance measures may result in sanctions or other penalties as defined in TWC Rules or the Child Care Contractor's contract with the WST.

8.4.2.2 Reporting Requirements

WST will provide all reports to the Texas Workforce Commission on the required forms and on the specified dates.

WST will require the Child Care Contractor to submit a report, once monthly or more frequently if deemed necessary by WST, projecting all expenditures and units of service through the end of the program year. WST will review the report and make any necessary funding changes.

In accordance with TA Bulletin 235, the Board will forward all Child Care Fraud Detection Reports received by TWC each quarter to the Child Care Contractor. The Child Care Contractor will review each report and case note actions per customer in accordance with Contractor written procedures. Additionally, Contractor will utilize available TWIST Web Reports in detecting possible fraud, waste, and abuse.

Additionally, service provider will follow guidance in WD Letter 26-11, when WST is notified that a Social Security Number mismatch has

occurred as a result of the weekly verification process conducted by the Social Security Administration for parents, household members, and children receiving At-Risk subsidized child care.

8.4.2.3 Local Matching Funds

Reference: TWC Rule 809.17 Leveraging Local Resources

WST will work with local ISD's, cities, and community based organizations to raise local funds in order to match federal dollars.

8.4.2.4 Funds Management

Reference: TWC Rule 809.54 Continuity of Care

WST will require the Child Care Contractor to manage funds for child care services in a manner that maximizes the use of all child care funding streams for families needing child care services in the WST area. Under no circumstances will the Child Care Contractor exceed the allocated funding for child care.

WST will use the following strategies individually or in combination to remove income eligible children from care to make funding available for priority groups as defined in the WST Child Care Policy 8.4.4.3 Client Priority Groups and in accordance with TWC Rule 809.45(a).

- (1) Allow natural attrition to reduce the number of income eligible clients receiving child care services
- (2) limit the amount of time income eligible clients may receive child care services to 3 years
- (3) limit the amount of time school age income eligible children may receive child care to 1 year
- (4) certify income eligible clients for child care for 6 months and renew the certification only if funding is available to continue services
- (5) remove children from care beginning with clients who have received child care services for the longest period of time, giving clients 30 days notice of termination of child care services.

8.4.3 Child Care Providers

References: TWC Rules 809.91 Minimum Requirements for Providers

Providers residing in Grayson, Fannin and Cooke counties with a current license or registration from TDFPS are eligible to receive reimbursement for child care services. Providers outside the Texoma WDA will be considered on a case-by-case basis when extenuating circumstances prevent a parent from using a provider that resides in the Texoma WDA. Extenuating circumstances must be documented by the Board's Contractor and WST must approve the use of a provider outside the Texoma WDA.

The Board's contractor will ensure that providers who are reimbursed for child care services meet the qualifications defined in TWC Rules and the following policies:

WST Child Care Policies Adopted 2/18/04, Revised 8/04, 3/05, 8/05, 4/06, 8/06, 2/07, 3/07, 9/07, 10/07, 10/08, 4/09, 9/09, 5/10, 10/10; 1/11; 5/11; 7/11; 9/11; 1/12

8.4.3.1 Regulated Providers

References: TWC Rules 809.76 Parent Responsibility Agreement, 809.91 Minimum Requirements for Providers, 809.92 Provider Responsibilities and Reporting Requirements, 809.93 Provider Reimbursement and WD Letter 01-06 Application of Child Care and Development Rules for Non-Child Care and Development Fund Services

WST will require the following information from a Regulated provider prior to authorizing child care with the provider:

- Appropriate identification. Forms of identification include: driver's license or picture identification card, and a social security number or Employer Identification Number.
- Proof of current license or registration with the appropriate regulatory agency.
- A current copy of the provider's published rates for the general public.
- A completed Provider Financial Agreement signed by an authorized representative of the Regulated Provider.

8.4.3.1.a Provider Financial Agreements

Provider Financial Agreements must contain, at a minimum, the following information:

- 1) Business Information. Including, business name, physical and billing addresses, phone number, facility type, and EIN/SSN.
- 2) Agreed upon provider daily rates for each cost category
- 3) Provider billing preference, and
- 4) Terms of Reimbursement as defined in WST Fiscal procedures.

8.4.3.1.b Renewal of Financial Agreements

Provider Financial Agreements must be renewed if any of the following occur:

- 1) The business has a change of ownership,
- 2) The provider's published rates change
- 3) There is a change in the license or registration
- 4) The business EIN/SSN changes
- 5) There is a change in the Terms of Reimbursement, or
- 6) Other significant changes that would warrant a new agreement

8.4.3.1.c Violations of Terms for Reimbursement

Providers who are found to be in violation of the Terms for Reimbursement in their Provider Financial Agreement will be required to sign a Service Improvement Agreement. The Service Improvement Agreement will outline the specific violations being addressed, the actions the provider must take to satisfy the terms of their agreement and the timeframe for coming into compliance.

Providers who violate their Terms for Reimbursement may be required to submit additional documentation to substantiate their claim for reimbursement such as daily sign in sheets, receipts of parent payments or other documentation deemed necessary by WST.

8.4.3.1.d Termination of Financial Agreement

The following reasons will be considered for termination of the Provider Financial Agreement:

- 1) Adverse action with provider's regulatory agency
- 2) Revocation of License
- 3) Under investigation for fraud with CCS, or any state or federally funded program.

Termination will be determined by the Child Care Contractor with final approval from WST Board.

8.4.3.1.e Re-application for a Provider Financial Agreement

Provider's whose Provider Financial Agreements have been terminated will be required to wait 12 months after the termination of their agreement before being eligible to reapply.

8.4.3.2 Relatives Providing Child Care

References: TWC Rule 809.91 Minimum Requirements for Providers, WD Letter 37-10 Implementation of the New In-Home Child Care Rules, WD Letter 18-10, Change 1 Texas Department of Public Safety Sex Offender Registry Checks – Update, WD Letter 32-11 Requirements for Relative Child Care Providers to List with the Texas Department of Family and Protective Services

The child care contractor must verify that relatives providing child care meet the requirements in TWC Rule 809.91 Minimum Requirements for Providers, subsection (e) prior to child care being authorized with the relative provider. Additionally, per WD Letter 32-11 and Senate Bill 76, service provider will ensure that all relatives providing Commission-funded child care services (after October 1, 2011), including those providing care in the child's home (in-home care), be listed with DFPS as a family home. Service provider will inform parents or guardians choosing relative child care of the required background checks before selecting a relative provider and the process for the relative to apply for a listing with DFPS.

Service provider will ensure that relative in-home child care is only authorized in the following instances:

- A child with disabilities, as defined in §809.2(6), and his or her siblings;
- A child under 18 months of age, and his or her siblings;

- A child of a teen parent; and
- When the parent's work schedule requires evening, overnight, or weekend child care in which taking the child outside of the child's home would be disruptive to the child.

When care is authorized for in-home child care based on the parent's work schedule, service provider will adequately document the need for such care. Per WD 32-11, service provider must notify the parent that the in-home child care provider can have the listing fee waived by DFPS if the request for in-home care is approved by CCS staff using the Listed Family Home Fee Waiver Authorization form and if the form is completed, signed and attached to the listed home application sent to DFPS by the relative.

Additionally, service provider will ensure that in-home relative child care providers chosen by the parent(s) do not appear on the National Offender Web site, designated by the Department of Public Safety for sex offender registration open records information. Service provider will ensure that in-home relative child care providers are checked on the National Offender web site at the parent's determination, the parent's re-determination and when the parent changes to a different in-home relative child care provider. Service provider is referred to WD Letter 18-10, Change 1, for the link to the website.

8.4.3.2.a Requirements for Eligible Relatives

WST will require the following information from an eligible relative who is being paid to provide child care services:

1. A signed statement releasing the Board and its Child Care Contractor from any liability issues which may arise while caring for a CCS child or children.
2. Provide appropriate identification to the Child Care Contractor. Forms of identification include: driver's license or picture identification card and a social security number.
3. Sign a self certification statement to verify the relationship between the child or children receiving care and the eligible relative. Birth certificates may also be required to verify this relationship.
4. All eligible relatives must attend an orientation within 30 days of first day the relative provides child care for eligible children. Eligible relatives will not be eligible for payment until they have completed the orientation.

8.4.3.2.b Requirements for Parents who choose Relative Care

WST will require the following information from a parent who elects to use an eligible relative for care:

1. Parents must sign a form stating that they understand eligible relatives may not have insurance, health and safety regulations may not be followed, and are basically unregulated.
2. Upon request, parents must provide birth certificates of their children and themselves to determine the relationship between the eligible relative and the children
3. All parents who choose an eligible relative for care must attend an orientation within 30 days of the first day the relative provides child care or choose a regulated provider.

8.4.3.3 Collecting Parent Fees

Reference: TWC Rule 809.19 Assessing Parent's Share of Cost

It is the responsibility of the regulated provider or eligible relative providing child care to collect parent fees assessed by the Child Care Contractor. Parent fees should be collected before services are rendered; therefore, the WST will not reimburse the provider for non-payment.

It is the responsibility of the regulated provider or eligible relative providing child care to report to the Child Care Contractor if parent fees are not paid in a timely manner. Regulated providers or eligible relatives providing child care who contact WST within 30 days of the parent falling behind on parent fee payments can request that the WST not allow clients to transfer child care providers until all parent fee payments are paid in full at the current provider. If a client is no longer receiving child care assistance, the current provider can request that the client shall not return to child care services until fees are paid in full. The Child Care Contractor will have the final decision on whether to hold parents responsible for unpaid parent fees. Regulated providers or eligible relatives providing child care who do not contact WST within 30 days of the parent falling behind on parent fee payments will not receive assistance from WST in collecting unpaid parent fees.

When a provider contacts WST about non-payment of parent fees, the Child Care Contractor will contact the parent and discuss the reason for non-payment of parent fees. The Child Care Contractor will determine if the parent fee should be reduced due to financial hardship.

Parents will not be allowed to transfer to another daycare facility until their parent fee and attendance/absences are recorded with Child Care Attendance Automation or are paid in full.

8.4.3.4 Attendance Tracking

Reference: TWC Rule 809.91 Minimum Requirements for Providers and 809.92 Provider Responsibilities and Reporting Requirements

WD Letter 60-09, change 1
WD Letter 05-10, change 1

WST will require the use of the Child Care Attendance Automation (CCAA) system to accomplish three goals:

- Give parents the responsibility for reporting child care attendance
- Ease the burden of child care claims on child care providers and child care contractor staff
- Provide tracking and independent verification that a child attended the child care facility

Parents are required to use the CCAA system to track attendance and absences through a point of service (POS) machine or through an Interactive Voice Response (IVR) telephone system.

Child care services may be terminated for failure to record attendance and absences thru the CCAA system. Additionally, parents may be responsible to pay the provider for attendance and absences that are not reported using the CCAA system. Parents will be required to attest to these issues by signing the CCAA Parent Agreement at initial eligibility determination and at eligibility determination for cases in which there are gaps in the provision of child care services.

WST will require providers to:

- Inform the child care contractor when an enrolled child has not attended the first three days of scheduled care, and
- Contact the child care contractor regarding the child's absence no later than the third day of scheduled attendance.

8.4.3.5 Reimbursement for Services

References: TWC Rules 809.92 Provider Responsibilities and Reporting Requirements, 809.93 Provider Reimbursement, 809.20 Maximum Provider Reimbursement Rates and 809.21 Determining the Amount of the Provider Reimbursement

WST will require providers to review the CCAA system attendance and absence reports, at a minimum, every five calendar days. In instances when a provider fails to contact the child care contractor within three days to report a parent's failure to record attendance or absences, the provider may not be paid for child care services by WST. Additionally, providers may require parents to pay for child care services for days in which attendance or absence is not recorded.

8.4.3.5.a Units of Service

WST will follow the guidelines outlined in TWC Rule 809.93(e) for units of service.

Child care can not be authorized for more than 1 full day and 1 part day unit in a 24 hour period.

8.4.3.5.b Absences

WST will reimburse regulated providers for absences when the child is authorized to attend under the following conditions:

- the absence is due to illness,
- the child is scheduled to attend but does not, up to 3 days if the provider notifies the Child Care Contractor by close of business on the 3rd day the child is absent,
- the child is on court ordered visitation,
- the child does not attend but is authorized by the Child Care Contractor due to the parent's irregular work schedule,
- the child is scheduled to attend but does not due to extenuating family circumstances,

Relative care providers will not be reimbursed for absences.

8.4.3.5.c Holidays and Extenuating Circumstances

WST will reimburse regulated providers for each child currently enrolled with the provider during the following holidays:

- Fourth of July
- 2 days at Thanksgiving Day
- 2 days at Christmas
- New Year's Day
- 3 other recognized holidays chosen by the regulated provider

WST will also reimburse regulated providers for each child currently enrolled when they are closed due to extenuating circumstances, as defined below for up to 5 business days per calendar year.

- Icy roads (when the public schools in the town the provider is located are also closed)
- Fire
- Electrical or gas outage
- Building collapse

- Or other extenuating circumstances approved by the WST on a case-by-case basis.

8.4.3.5.d Maximum Reimbursement Rates

Workforce Solutions Texoma will utilize the market survey completed annually by TWC and a locally developed survey, if necessary. Utilizing information gathered from the market surveys WST will establish rates which will ensure access by child care clients to all types of childcare service providers in the Texoma area.

LICENSED CENTERS		
Age group	Full Day	Part Day
Infants (0-17 months)	26.72	25.25
Toddlers (18-35 months)	24.61	22.94
Preschoolers (3-5 years)	22.60	20.64
School age (6-12 years)	21.80	14.23
LICENSED FAMILY HOMES		
Age group	Full Day	Part Day
Infants (0-17 months)	25.82	24.59
Toddlers (18-35 months)	23.41	21.42
Preschoolers (3-5 years)	21.56	19.63
School age (6-12 years)	20.45	12.58
REGISTERED FAMILY HOMES		
Age group	Full Day	Part Day
Infants (0-17 months)	24.41	23.44
Toddlers (18-35 months)	22.27	20.29
Preschoolers (3-5 years)	20.58	18.58
School age (6-12 years)	19.29	11.51
RELATIVE CARE		
Age group	Full Day	Part Day
Infants (0-17 months)	15.87	13.16
Toddlers (18-35 months)	14.47	11.85
Preschoolers (3-5 years)	13.38	10.91
School age (6-12 years)	12.54	8.06

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WST will not prohibit regulated providers from charging families the difference in the WST Maximum Reimbursement Rate and their published rate when the provider's published rate exceeds the WST Reimbursement Rate except in cases where the parent is exempt from paying a parent fee as outlined in TWC Rule 809.19.

8.4.3.5.e Transportation Reimbursement

WST will allow reimbursement of transportation expense. Regulated providers must indicate if they provide transportation. Regulated providers who provide transportation must also indicate if the cost of the transportation is, or is not, included in their rates. If the transportation cost is separate, it will be added to the regulated provider's published rate calculation.

8.4.4 Client Eligibility

References: TWC Rules 809.2 Definitions, 809.41 A Child's General Eligibility Requirements, 809.44 Calculating Income, 809.50 Child Care for Children Living at Low Income, 809.51 Child Care during Temporary Interruptions in Work, Education or Job Training, and WD Letter 30-04 04 Calculating Postsecondary Condensed Course Credit Hours for Child Care Eligibility

8.4.4.1 Residency Requirements

Families must reside within the Workforce Solutions Texoma board area in order to receive income eligible child care assistance. Families moving out of the Texoma WDA will be provided with information on child care assistance available in the area in which they reside and given 15 days notice that their child care assistance through WST is ending.

8.4.4.2 Income Requirements

WST will require that for families to be eligible for child care services the child's parent shall have a total gross income that does not exceed 85% of the state median income for a family of the same size.

8.4.4.3 Work/Training Requirements

WST will require single parent households to participate in work or training activities for an average of 25 hours per week and two-parent households to participate in work or training activities for an average of 50 hours per week combined (each parent working at least an average of 20 hours per week) to be eligible to receive child care services.

8.4.4.3.a Exceptions to Work/Training Requirements

Parents who are caring for a disabled child or immediate family member may be eligible to receive child care services while working or participating in training for less than the required work/training hours per week. In order to be eligible families must provide the Child Care Contractor:

- (1) proof of the disability for the child or eligible family member;
- (2) proof that they are the person with primary responsibility for the care of the child or eligible family member; and
- (3) information showing the amount of time the parent spends caring for the child or eligible family member.

Parents who provide the information above may have their weekly work/training requirement reduced to a minimum of 20 hours per week for a single-parent family or 40 hours per week for a two-parent family, on a case-by-case basis. This will be determined by the Child Care Contractor.

Under extenuating circumstances the Child Care Contractor may ask the WST to review cases that they feel need further reduction in the work/training requirement, which will be reviewed on a case-by-case basis.

8.4.4.3.b Interruptions in Work/Training Activities

WST will continue child care services during interruptions in work or training activities under the following conditions:

- 1) Loss of employment – families may continue to receive child care services to search for new employment for up to 4 weeks of unassisted job search. Families will be allowed up to 4 weeks of job search activities within a federal fiscal year in accordance with TWC Rule 809.41(d).
- 2) Work/training/education interruptions – families may continue to receive child care services for up to 2 weeks during interruptions in work, training or education activities. Interruptions lasting longer than 2 weeks will require the suspension of child care services. The suspension cannot last longer than 90 calendar days from the last day of the work/training/education activity. Interruptions lasting longer than 90 days in which the parent will not meet work/training requirements will require termination of services. The parent may re-apply for child care assistance when work/training/education activities resume. Parent's re-applying for child care assistance will be subject to priority of services requirements.
- 3) Temporary Medical Incapacitation – families may continue to receive child care services during a temporary medical incapacitation for a maximum of 60 calendar days from the date of incapacitation. Prior to the suspension the family must provide the Child Care Contractor with documentation from the

parent's employer or training provider that they will be returning to work/training activities or written notification from the parent of their intent to enroll in education activities. A temporary medical incapacitation lasting longer than 60 days may have care suspended for an additional 30 calendar days. Medical Incapacitations lasting longer than 90 calendar days (60 days with child care assistance and 30 days of suspended child care assistance) will require termination from child care assistance. When the parent resumes work/training/education activities, they may re-apply for child care assistance. Parent's re-applying for child care assistance will be subject to priority of services requirements.

8.4.4.3.c Timelimits for Training/Education Activities

Reference: WD Letter 22-06 Child Care Services: Updated Guidance on Eligibility and Time Limits for Parents Participating in Training or Education Activities and Rider 16, Article VII of the General Appropriations Act.

WST limits the time a parent is permitted to receive child care related to education for a period not to exceed the following:

- six years to complete a bachelor's degree.
- four years to complete an associate's degree program in a field on the Target Occupations or Demand Occupations List approved annually by WST.
- three years to complete a post high school technical training or a certificate program.
- one year to complete a GED credential.

Parents completing a master's degree will not be eligible for child care to attend education classes unless approved by WST.

Parents who receive child care to complete a lower level degree or certificate may continue to receive child care assistance while pursuing a higher level degree or certificate up to a bachelor's degree or master's degree with board approval. The timeframe to complete the higher level degree will begin when the parent started receiving child care to participate in their first degree or certificate training program. The maximum allowable time to complete all training is six years funded through WST is six years.

Parents must also be making progress toward successful completion of the training or education program in which they are enrolled and receiving child care assistance to attend. WST defines making progress toward successful completion as a grade-point average (GPA) of 2.0 or higher with each training semester.

8.4.4.3d Care Authorized for Parents Enrolled in Training/Education Activities

Parents enrolled in fall and spring semesters at 12 credit hours or more will be authorized for full-time care. Parents enrolled in 11 credit hours or less will be authorized for part-time care.

8.4.4.4 Client Priority Groups

Reference: TWC Rule 809.43 Priority for Child Care Services, 809.45 Choice Child Care, 809.46 Temporary Assistance for Needy Families Applicant Child care, 809.47 SNAP E&T Child Care, 809.49 Child Care for Children Receiving or Needing Protective Services

Workforce Solutions Texoma will utilize the following priority status for participants:

Priority Status 1: Clients in this priority group will begin receiving child care assistance immediately upon verification of their priority status and will not be subject to a waitlist.

- Choices,
- TANF Applicants,
- SNAP E&T, and
- Transitional

Priority Status 2: Clients in this priority group will be given priority to receive child care assistance as funding becomes available. Priority will be given in the order listed below.

- Children needing child care under protective services as defined in TWC Rule 809.49
- Children of a qualified veteran as defined in TWC Rule 801.23
- Children of an eligible foster youth as defined in TWC Rule 801.23
- Children of Teen Parents as defined in TWC Rule 809.2
- Children with Disabilities as defined in TWC Rule 809.2 and WST Policy 8.4.4.5 Children with Disabilities

Priority Status 3: Clients in this priority group will be given priority to receive child care assistance after all clients in Priority Status 1&2 are being served and as funding becomes available.

- A. Children receiving protective or foster care who are not funded through TDFPS funds
- B. Clients who are enrolled in Workforce Investment Act programs and need CCDF funded child care
- C. Clients attending training or education programs at least an average of 20 hours per week

In order to ensure “continuity of care”, families moving into the Texoma WDA who were receiving child care assistance from another Board area will be placed into care upon confirmation that they have been receiving child care assistance and they meet Workforce Texoma eligibility criteria.

8.4.4.5 Transitional

Reference: TWC Rule 809.48 Transitional Child Care

Clients who are eligible to receive Transitional Child Care will be required to:

1. Meet the income guidelines as outlined in WST Policy 8.4.4.1 Income Requirements, and
2. Meet Work/Training requirements as outlined in WST Policies:
 - A. 8.4.4.2 Work/Training Requirements,
 - B. 8.4.4.2.a Exceptions to Work/Training Requirements,
 - C. 8.4.4.2.b Interruptions in Work/Training Activities, and
 - D. 8.4.4.2.c Timelimits for Education/Training Activities

8.4.4.6 Children with Disabilities

Reference: TWC Rule 809.2 Definitions, 809.41 A Child’s General Eligibility for Child Care Services, 809.20 Maximum Provider Reimbursement Rates and 809.51 Child Care for Children with Disabilities, WD Letter 05-11 Authorizing the Child Care Inclusion Assistance Rate for Children with Disabilities

Children with disabilities are eligible for child care under the WST policy if:

- the child resides with the parent and the parent’s income, after deducting the cost of the child’s ongoing medical expenses, does not exceed the Board’s approved income limit specified in policy #8.4.4.1, and;
- the child’s parent is working, participating in training, or attending school in accordance to policy #8.4.4.2.

The WST will serve children with disabilities through the age of 18, if the parent provides sufficient information showing the child is unable to care for him/herself and the parent has no other options for child care.

The family of a child with a disability must be informed, at initial enrollment, of the Children with Disabilities Program. This program may assist families with adaptive equipment for use at the regulated facility the child attends or an increased reimbursement to the regulated provider, up to 190% of the WST Maximum Reimbursement Rate, to assist with the cost of additional staff to assist the child while at the facility or home. Relative providers are not eligible for these services.

8.4.4.6.a Adaptive Equipment

Families requesting this assistance must provide documentation from the child's doctor or other professional assisting the family with the child's disability verifying the need for adaptive equipment while in care and the benefits the child will receive from use of the equipment.

The regulated provider chosen by the family must:

- verify their ability to handle the equipment,
- be willing to be responsible for the proper maintenance of the equipment, and
- acknowledge their responsibility for replacing or repairing the equipment if it is damaged or destroyed.

The Child Care Contractor must receive approval for the purchase/lease of any adaptive equipment from the WST. Approval of adaptive equipment will be contingent on proof of need and the availability of funds.

The continued need for adaptive equipment must be reassessed at least every 6 months. Regulated providers receiving adaptive equipment will be monitored on the use and condition of the equipment at least every 6 months by the Child Care Contractor.

8.4.4.6.b Increased Reimbursement Rate

Child Care Contractor will follow the two-step process noted in WD Letter 05-11 prior to authorizing the inclusion assistance rate for children with disabilities.

For Step 1, Contractor will verify a child's eligibility for the inclusion assistance rate by confirming the child's enrollment in or receipt of benefits from one or more of the following programs:

- Supplemental Security Income (SSI) benefits
- Social Security Disability Insurance (SSDI) benefits
- Texas Department of Assistive and Rehabilitative Services Early Childhood Intervention (ECI) program
- A Head Start program that identified the child as having a disability
- Public school special education services, including preschool programs for children with disabilities (PPCD)

For Step 2, a qualified professional familiar with assessing the needs of children with disabilities will certify the need for the inclusion assistance rate. A professional from Early Childhood Intervention (ECI) will serve as the qualified professional. In

instances when the child is enrolled in the ECI program, the Board Child Care Contracts Manager will review the ECI Individualized Family Service Plan instead of the ECI professional.

The Child Care Contractor will ensure that the qualified professional follows WD 05-11 when reviewing for the inclusion assistance rate.

When certifying the need for the inclusion assistance rate, the qualified professional will consider the cost of the following:

- Additional staff and necessary training;
- Necessary equipment
- Necessary minor renovations;
- Expected duration of the inclusion assistance rate; and
- The percentage of the increased rate (up to 190%)

The inclusion assistance rate process can only be initiated by a child's parent and cannot be initiated by child care providers.

8.4.4.7 Teen Parents

Reference: TWC Rule 809.52 Child Care for Children of Teen Parents

Teen parents who are eligible to receive child care will be required to:

1. Meet the income guidelines as outlined in WST Policy 8.4.4.1 Income Requirements, and
2. Meet Work/Training requirements as outlined in WST Policies:
 - A. 8.4.4.2 Work/Training Requirements,
 - B. 8.4.4.2.a Exceptions to Work/Training Requirements,
 - C. 8.4.4.2.b Interruptions in Work/Training Activities, and
 - D. 8.4.4.2.c Timelimits for Education/Training Activities

8.4.4.8 Waitlist

References: TWC Rules 809.18 Maintenance of a Waitlist

The WST will require the contractor to provide a waiting list on a monthly basis. This list will indicate the reason for the client's wait status. The WST Board may at any time request the waiting list from the Child Care Contractor for use of planning.

8.4.4.8.a Adding to the Waitlist

The Child Care Contractor will only add clients to the waitlist who have completed a prescreening process to determine if they are potentially eligible for child care services and appear to be eligible for child care assistance based on parent statement. Parents will have 15 days to

gather documentation to substantiate their eligibility. All eligibility documentation received will be valid for 30 days.

Once the parent's eligibility is verified they are given an additional 60 days on the waiting list. Parents must contact the Child Care Contractor once every 60 days to update their information to maintain placement on the waitlist. The Child Care Contractor will notify parents of their eligibility for the waitlist and the timeframe for updating their information. Failure to update information by the end of the 60 day timeframe will result in loss of placement on the waitlist.

Clients who appear to be ineligible for child care services will be notified that they are not eligible for the waitlist and the reason for their ineligibility.

8.4.4.8.b Pulling names from the Waitlist

When the Child Care Contractor determines that clients need to be pulled from the waitlist to meet expenditure benchmarks or performance requirements, clients will be notified according to:

- (1) Board identified Client Priority Groups listed in Policy #8.4.4.3, and then
- (2) by wait date, beginning with clients who have been on the waiting list for the longest period of time.

Clients notified of an opening for child care assistance will have a maximum of 15 calendar days to return all required eligibility documentation, if more than 30 days old. Once clients are determined eligible for child care assistance, they will have an additional 5 calendar days to choose a child care provider. Clients must begin receiving child care assistance within 30 days from the date they were pulled from the waitlist, if they are determined eligible.

Clients who fail to respond to outreach notifications or fail to choose a provider and begin child care will be dropped from the waitlist.

All eligibility documentation received while pulling from the waitlist will be valid for a period of 30 days. The Child Care Contractor will verify that the eligibility documentation is still correct prior to placing the children into care if documentation is more than 15 days old.

When pulling names from the waitlist the Child Care Contractor will submit a weekly report on the status of the waitlist pull until all activities have been completed.

8.4.4.8.c Open Enrollment

The Child Care Contractor must have pulled all existing clients from the waitlist or need to enroll more children than are currently on the waitlist and have Board approval before beginning open enrollment.

Once open enrollment has been approved, the Child Care Contractor must submit a plan detailing how open enrollment will be tracked to prevent over-enrollment and the projected duration of the open enrollment period. In addition, the Child Care Contractor will provide the Board with daily reports on client contacts and children enrolled.

Clients will have 5 days from the date eligibility is verified to choose a provider and begin child care assistance. Exception: the parent is waiting to begin a training or education program or they are waiting for an opening with their chosen child care provider, clients may have up to 15 calendar days to being receiving child care assistance. If funding is no longer available when the client returns their eligibility documentation, they will be screened for eligibility and placed on the waitlist. All eligibility documentation received during open enrollment will be valid for a period of 30 days. The Child Care Contractor will verify that the eligibility documentation is still correct prior to placing the children into care.

8.4.4.9 Determining Eligibility

References: TWC Rule 809.42 Eligibility Determination and Verification, 809.72 Parent Eligibility Documentation Requirements

Parents who are working will be required to submit documentation from their employer or check stubs that provide the following information:

- (1) wages earned,
- (2) total number of hours worked,
- (3) weekly work schedule, and/or
- (4) other documentation deemed necessary by the Child Care Contractor to determine parent's eligibility for child care services.

Self-employed parents will be required to submit receipts and/or other documentation deemed necessary by the Child Care Contractor to determine parent's income, expenses, hours worked and weekly work schedule. Individuals reported to be self-employed as a baby-sitter or by offering baby-sitting services are not eligible for Child Care Services. Exceptions can be granted on a case by case basis in instances when a TANF customer is in the Choices program and is participating by providing baby sitting services. All exceptions must be approved by the Board.

Parents attending training or education activities will be required to submit proof of enrollment prior to receiving care while the parent is attending training or education activities and documentation signed by a representative of the training/education entity to verify parent's enrollment within 30 calendar days after the parent begins the training or education activity

Families will have 15 calendar days to provide eligibility documentation to the Child Care Contractor. The contractor will have 5 business days after receiving all eligibility documentation to notify the family of their eligibility status.

Eligibility must be re-determined at least once every 6 months and may be re-determined on a more frequent basis as deemed necessary by the Contractor.

8.4.4.10 Parent Choice of Providers

References: TWC Rules 809.15 Promoting Consumer Education and 809.71 Parent Rights

WST will ensure all parents their choice of childcare. WST will work with all area regulated providers including Licensed Family Homes, Registered Family Homes, and Licensed Child Care Facilities. In addition, parents will have the option to use an eligible relative for child care in accordance with TWC Rule 809.91(e).

WST will offer a consumer brochure that will aid parent’s in choosing their child care arrangement. Clients will have 5 days from the date eligibility is verified to choose a provider.

Parents already receiving child care assistance have the right to transfer to a different provider when requested by the parent. Provider transfers will occur at the beginning of the month unless there is an extenuating circumstance that necessitates transferring more quickly. The child care contractor will determine when an extenuating circumstance would warrant a change of providers before the first day of the month. Parents will not be allowed to transfer to another daycare facility until their parent fee and attendance/absences are recorded with Child Care Attendance Automation or are paid in full.

8.4.4.11 Assessing Parent Fees

References: TWC Rules 809.19 Assessing the Parent’s Share of Cost

WST will assess a parents’ share of cost based on gross income, the number of family members and the number of children in the family receiving child care assistance unless they are exempt as defined in TWC Rule 809.19. Parent fees will be assessed as follows:

Gross Income Level	1 child in care	Each additional child in care
0 to 50% FPG*	\$19	\$7
51& to 75% FPG	\$50	\$18
76% to 100% FPG	\$79	\$27

101% to 125% FPG	\$113	\$40
126% to 150% FPG	\$141	\$63
151% to 175% FPG	\$171	\$87
176% to 200% FPG	\$203	\$87
201% FPG to 85% SMI**	\$229	\$101

Families in the following categories will receive a 25% reduction in their parent fee:

- All children receiving care are in before/after school care,
- Family only needs part week care (less than 4 days), or
- Family only needs part day care (less than 6 hours a day)

Family's who turn in all paperwork within 10 calendar days from the date requested, will receive an additional 25% reduction in parent fees.

In instances when a Workforce Investment Act (WIA) customer exceeds the limit on the SMI (State Median Income) scale used for Income Eligible families, the WIA customer will be assessed a parent fee of 7% of their gross wages for one child in the family and a parent fee of 9% of their gross wages for families with two or more children.

WST will allow for reduction of parent fees if extenuating circumstances occur that may jeopardize a family's self-sufficiency. Extenuating circumstances must be documented by the Child Care Contractor before a reduction can be given. The parent fee may not be reduced below \$4.00 per month. WST will not waive parent fees under any circumstances.

The Child Care Contractor will be allowed to reduce the parent fee once per calendar year for one month only. Any additional requests by a parent to have their fee reduced shall be reviewed and determined by the WST.

8.4.4.12 Absences

References: TWC Rules 809.54 Continuity of Care

8.4.4.12.a Total Absences

Children receiving child care assistance will be allowed 30 absences per year. Termination of enrollment may result if absences totaling 30 days occur in a one year period unless absences are due to the parent's irregular work schedule. Children whose parents have an irregular work schedule will be allowed 60 absences per year. Termination of enrollment may result if absences totaling more than 60 days in a one year period due to the parent's irregular work schedule.

8.4.4.12.b Consecutive Absences

If a child is absent for 3 consecutive days without parental notice to the provider or Child Care Contractor, WST will consider this intent to withdraw

from child care assistance. When WST is notified by the close of the third business day of the lack of parent notice, WST will make an attempt to contact the parent and give them one additional day to notify their provider or WST that they want to continue receiving child care assistance. Child care assistance will end on the fifth consecutive day without parental notice.

“Parental notice” is defined as attendance or notice to the child care provider or WST or recorded attendance or absence in the child care attendance automated system.

Revised 5.19.10

8.4.4.12.c Court ordered visitation

Court ordered visitation and custody arrangements are normally included in the 30-day absence policy. During this court ordered visitation or custody period, space will be reserved with the provider if the duration is 2 weeks or less. In the event space cannot be reserved with the current provider, arrangements will be made with a new provider prior to the leave.

Children who will be on court ordered visitation or other custody arrangements for more than 2 consecutive weeks will have their child care suspended until they return home. During this time the Child Care Contractor may choose to contact a family on the child care waitlist to utilize the space vacated by the child on court ordered visitation. If the Child Care Contractor chooses to utilize this option, they must have the cooperation of the provider to utilize the child’s space temporarily and the family utilizing the space must understand the placement is temporary. Families currently on the waitlist who choose to use a temporary placement will not lose their place on the waitlist.

8.4.4.12.d Absence Exceptions

Children who incur large numbers of absences because of court ordered visitation, custody arrangements, or chronic illness may receive an exception to the 30 day per year absence policies. Exceptions will be handled on a case-by-case basis and must be approved by WST.

8.4.5 Parent Rights and Responsibilities

References: TWC Rules 809.809.71 Parent Rights, 809.76 Parent Responsibility Agreement, 809.77 Exemptions from the Parent Responsibility Agreement, and WD Letter 01-06 Application of Child Care and Development Rules for Non-Child Care and Development Fund Services

8.4.5.1 Informing Parents of Their Rights and Responsibilities

References: TWC Rules 809.71 Parent Rights, 809.72 Parent Eligibility Documentation Requirements, 809.73 Parent Reporting Requirements and 809.74 Parent Appeal Rights, 823 Integrated Appeals and Complaints rules

Parents must be informed of their rights and responsibilities for their child care upon initial enrollment and at least once every twelve months. The parent will receive this information in the following formats:

- (1) The Parent Handbook will contain written information on all WST policies and TWC Rules concerning parent eligibility, choice of providers, appeal and grievance procedures and any additional information deemed appropriate by WST, The Parent Handbook will be given to each parent at initial enrollment, when major policy or rule changes occur or any time a parent requests a copy of the handbook.
- (2) Parent Handbook Orientation will orally explain all information contained in the Parent Handbook and answer any questions a parent has concerning their child care assistance. All parents must attend a Parent Handbook orientation within 30 days of enrollment. Parent Handbook Orientations must be held in each county in the Texoma WDA on a schedule that will be sufficient to meet parent needs which will include opportunities for parents to attend group or one-on-one meetings that will not require them to miss work or training.
- (3) Eligibility confirmation forms are documents that inform the parent of their assigned parent fee, confirms the information used to establish their eligibility is correct, confirms they were given written and oral information about their rights and responsibilities and any additional information as deemed necessary by WST. Parents are required to sign and return this documentation to the Contractor upon initial enrollment and at least once every twelve months or at any time the information provided in these forms changes.

Parents who have had their care terminated for failure to attend the Parent Handbook Orientation must attend an orientation prior to receiving child care assistance in the future. *Exceptions are customers participating in Choices or referred by TDFPS.*

8.4.5.2 Parent Responsibility Agreement

Reference: TWC Rules 809.76 Parent Responsibility Agreement

8.4.5.2.a Establishing Paternity and Pursuing Child Support

WST will require parents to make reasonable efforts to establish paternity of their children and pursue child support payments on an ongoing basis. Parents must provide proof of paternity and pursuit of child support at initial enrollment and pursuit of child support at every recertification.

WST defines "reasonable effort" as: providing documentation from the Office of the Attorney General or other documentation that establishes paternity and proof of receiving child support payments from the non-custodial parent. The parent is responsible for providing documentation to verify they are complying with this requirement.

8.4.5.2.b Abstain from Alcohol and/or Drug Abuse

WST will require parents to abstain from drug and alcohol abuse. Parents who are found to abuse drugs or alcohol will be required to submit proof they are seeking treatment.

8.4.5.2.c School Attendance for Children Under Age 18

WST will require parents to submit proof that each child in the household who is under the age of 18 is attending school regularly or proof the child is exempt from attendance in accordance with Texas Education Code 25.086.

8.4.5.2.d Failure to Comply with the Parent Responsibility Agreement

Parents who fail to comply with any requirements of the Parent Responsibility Agreement outlined above will have their Child Care Services terminated.

Parents who have had their care terminated for failure to comply with any aspect of the Parent Responsibility Agreement will be required to provide documentation demonstrating they are in compliance prior to receiving child care assistance in the future. Exceptions are customers participating in Choices or referred by TDFPS.

8.4.5.3 Terminating Child Care Services

Reference: TWC Rule 809.71 Parent Rights and WD Letter 01-06 Application of Child Care and Development Rules for Non-Child Care and Development Fund Services

Families will have their child care services terminated under the following conditions:

- The family's income is over the income requirements set forth in 8.4.4.1 of these policies; or
- The family is not meeting the work/training requirement defined in WST Policy 8.4.5.2; or
- The family has not complied with TWC Rules or WST Policies for child care services; or
- Sufficient funds are not available for all families currently receiving child care services and some families must be removed from care in order to make room for priority groups

Families who are no longer eligible for child care services will be given 15 calendar days notice of termination of child care services except in the following instances:

- the parent's child care is funded through another workforce program and is no longer eligible for that program, in this instance child care services will be terminated immediately for that funding

source. The Child Care Contractor will determine if the parent is eligible for other sources of WST funded child care; or

- the family's child care is being terminated in order to ensure sufficient funding is available for priority groups, in this instance the family will be given a minimum of 30 days notice unless giving 30 days notice will interfere with the ability of the WST to meet budget requirements. The WST will provide the family notice on the earliest date possible, but no less than 15 days prior to child care services ending.

When a family's child care services are terminated the Child Care Contractor will send them notice of their right to appeal and the procedures to file an appeal. The family will also be given information on other local resources for affordable child care.

8.4.5.4 Parent's Right to Appeal

References: TWC Rules Chapter 823 Integrated Complaints and Appeal Hearings

WST will require the Childcare Contractor at the time of enrollment, at least once during each year of concurrent enrollment and upon termination of child care assistance to explain to the client their right to appeal. Upon termination of services, the parent will be given 14 days to appeal the decision to end their child care assistance. The Child Care Contractor will review all appeals and forward any unresolved issues to the WST within 3 business days after receiving the appeal notice from the client. Board staff will conduct an informal review and submit a written response to the parent and Child Care Contractor within 10 business days after all requested information is received from both parties. The Child Care Contractor and parent will be given 14 days to file a Board appeal to an impartial appeals officer. Board appeals will be forwarded to an impartial appeals officer within 3 business days from the receipt of the notice of appeal. Board appeals must be completed within 60 calendar days from the day the original appeal was filed.

8.4.5.5 Child Care During Appeal

Reference: TWC Rule 809.75 Child Care During Appeal.

Families who are eligible for child care while awaiting an appeal decision will have 14 calendar days from the day they receive notice of termination of child care services to request that child care services continue during the appeal process. Families who request that child care services continue during the appeal process must be notified that they will be responsible for the cost of child care if the appeal decision is in favor of the Child Care Contractor.

8.4.5.6 Recoupment of Child Care Funds

WST Child Care Policies Adopted 2/18/04, Revised 8/04, 3/05, 8/05, 4/06, 8/06, 2/07, 3/07, 9/07, 10/07, 10/08, 4/09, 9/09, 5/10, 10/10; 1/11; 5/11; 7/11; 9/11; 1/12

Reference: TWC Rule 809.116 Recovery of Improper Payments, 809.117 Recovery of Improper Payment to a Provider or Parent

Amounts owed for recoupment based will be calculated on actual funds paid to the child care provider for care provided. Families must be notified within 10 days after the child care provider is paid for the last day that CCS funded child care was provided of the total amount due.

Families must be notified in writing of the balance owed and given 30 days to respond with either full payment of the amount owed or request a payment plan. Payment plans may not extend beyond 12 months without Board approval, and families must agree to make payments at least monthly.

Families who owe recoupment money may receive income eligible child care if they enter into a repayment plan and may consistent payments. Failure to make payments in accordance to their repayment plan will result in termination of child care services. Families whose child care has been terminated for failure to abide by their repayment agreement must resume making regular payments for a period of two consecutive months before becoming eligible for child care assistance or placement on the child care waiting list. Exceptions to this requirement are families receiving Choices or Transitional child care assistance who are not subject to the waiting list.

8.4.6 Quality Improvement Activities

Reference: TWC Rule 809.16 Quality Improvement Activities

WST will implement the following activities to improve the quality of child care services, as funding is available.

8.4.6.1 Child Care Training

Reference: WD Letter 36-06 Child Care Services: Quality Improvement Activities and Graduated Reimbursement Rates, WD 33-11 Senate Bill 265: New Requirements for the Delivery of Training to Child Care Providers

WST will contract with child care trainers to provide training for child care providers in Cooke, Fannin, and Grayson counties. Training sessions may include college courses, CDA/CCP training, and conferences. Training will meet at least one of the following requirements set forth by the Texas Workforce Commission in WD Letter 36-06 and attachments:

- Professional development relating to early learning workshops;
- Center for Improving the Readiness of Children for Learning and Education (CIRCLE) Train the Trainer training;
- Scholarships for college courses relating to early learning, literacy and school readiness;

- Training using research-based curriculum approved by the State Board of Education or the Texas Education Agency (TEA), or recognized by the State Center; or
- Other training approved by WST within the requirements outlined in WD-Letter 36-06.

Training sessions may be offered to licensed child care centers, licensed family homes, registered family homes, listed homes and relatives providing care in Cooke, Fannin, and Grayson counties.

In accordance with WD Letter 33-11, effective January 1, 2012, Workforce Solutions Texoma will ensure that Board-funded training offered to child care providers to fulfill the minimum training standards required by the Texas Department of Family and Protective Services (DFPS) is appropriate and relevant to the age of the children cared for by a provider and delivered by a trainer who meets the trainer qualifications required by SB 265.

8.4.6.2 Consumer Education

Reference: TWC Rule 809.15 Promoting Consumer Education and WD Letter 34-06 Child Care Services: Guidance on Promoting Consumer Education, WD Letter 48-11: Senate Bill 264: Quality Child Care Indicators

WST will provide consumer education brochures to providers, parents, and the community. The brochures will be placed at the Workforce Centers of Texoma and also available to parents at time of application, enrollment and termination. Providers will be given a copy at time of orientation.

WST will create and distribute Child Care Consumer brochures including information on the following:

- Choosing quality care
- Visiting a provider
- Parental Responsibilities
- Types of Child Care Providers
- Relative Child Care
- Texas Rising Star Provider Program
- Names and numbers of all agencies dealing with child care issues including the Texas Department of Family and Protective Services phone number and web site and information on the 2-1-1 Information and Referral system.

WST will offer assistance searching for Child Care at all career centers.

Additionally, WST will follow WD Letter 48-11 as it relates to consumer education on quality child care indicators.

8.4.6.3 Early Childhood Developmental Resources

Reference: WD Letter 36-06 Child Care Services: Quality Improvement Activities and Graduated Reimbursement Rates

WST may provide Early Childhood Development Resource Services to regulated providers if funding is available. Funds may be used for the following activities as specified in WD Letter 36-06:

School readiness, early learning, and literacy;

Collaborative reading initiatives; and

Local-level support to promote child care consumer education by 2-1-1 Texas.

Priority for services will be as follows:

1st Priority: providers who have achieved Texas Rising Star Certification,

2nd Priority: providers who are actively working toward Texas Rising Star Certification

3rd Priority: regulated providers who have an agreement to serve CCS children

8.4.6.4 Texas Rising Star Certification

WST will offer area child care providers the opportunity to become Texas Rising Star Providers in accordance with the Texas Rising Star Provider Guidelines published by the Texas Workforce Commission.

8.4.6.4.a Certification and Monitoring Time Frames

Nationally Accredited or operated by the U.S. Military certified as a 4 star provider, recertified every 3 years, and verify good standing with accrediting body or U.S. Military annually

- 1) Licensed centers with a Four Star Certification
 - a. Recertified every 3 years and
 - b. Monitored against TRS criteria annually
- 2) Licensed centers with a Three Star Certification
 - a. Recertified every 2 years and
 - b. Monitored against TRS criteria annually
- 3) Licensed centers with a Two Star Certification
 - a. Recertified annually and
 - b. Monitored against TRS criteria every 6 months
- 4) Fully Certified Licensed Child Care Homes or Registered Family Homes
 - a. Recertified every 2 years and
 - b. Monitored against TRS criteria annually
- 5) Provisionally certified Licensed Child Care Homes or Registered Family Homes
 - a. Recertified annually and
 - b. Monitored against TRS criteria every 6 months

8.4.6.4.b Texas Rising Star Providers/TEEM Projects Incentives

References: TWC Rule 809.20 Minimum Provider Reimbursement Rates and WD Letter 36-06 Child Care Services: Quality Improvement Activities and Graduated Reimbursement Rates

WST will provide an incentive program for the following programs as funding allows.

- Texas Rising Star Providers with a 3 star status will receive 6% more than the rate for non-designated providers in the same category of care.
- Texas Rising Star Providers with a 4 star rating will receive 8% more than the rate for non-designated providers in the same category.
- TEEM Project facilities who are not Texas Rising Star Providers will receive 6% more than the rate for other regulated providers for the same category of care
- Texas School Ready! Providers who are not Texas Rising Star Providers will receive 6% more than the rate for other regulated providers for the same category of care

Revised 9.16.09 – effective 10.1.09

8.4.7 Families Served by American Recovery and Reinvestment Act (ARRA) Funds

References: TWC Rule 809.53 Child Care for Children Served by Special Projects and WD Letter 27-09 American Recovery and Reinvestment Act of 2009: Direct Child Care Services

Families served with American Recovery and Reinvestment Act (ARRA) Funds will meet all the same criteria for child care assistance as CCDF funded families except in special circumstances outlined in this section.

8.4.7.1 Enrolling new children

Children will be enrolled from the child care waiting list, in accordance with Board policy 8.4.4.3 Client Priority Groups, unless the parent is currently unemployed but actively seeking employment. Parents must agree to:

- a) participate in job search activities that can be verified and submit proof of job search activities on a regular basis
- b) have child care authorized only when participating in job search activities

8.4.7.2 Transferring children from CCDF to ARRA funding

Children may be transferred from CCDF to ARRA funding under the following circumstances:

- a) Parents have exhausted their four (4) week time limit for job search and are actively seeking employment. Parents must agree:
 - 1) to participate in job search activities that can be verified and submit proof of job search activities on a regular basis, and
 - 2) have child care authorized only when participating in job search activities,

- b) Parent(s) have had their work hours reduced by their employer and are currently working less than 25 hours per week for a single parent household or less than 50 hours per week for a two parent household.
- c) Sufficient CCDF funds are not available to continue current enrollment, with Board approval

8.4.7.3 Continued eligibility for child care

Children funded through ARRA funds are not subject to TWC Rule 809.54(a) Continuity of Care or WST Policy 8.4.2.4 Funds Management. Once ARRA funds are depleted, children may be enrolled in CCDF funds if:

- a) they meet all CCDF funding requirements, and
- b) sufficient CCDF funds are available. If sufficient funds are not available the parent can choose to be placed on the CCDF child care waitlist.

All families funded with ARRA funds must be notified at time of enrollment and at each eligibility recertification that their child care assistance is paid out of ARRA funds. Families must also be notified that these funds are time-limited and continued eligibility is contingent on availability of ARRA funding.

Approved 9.16.09