



WORKFORCE SOLUTIONS ALAMO POLICY LETTER

ID NO: CCMS 12, C6

DATE ISSUED: October 28, 2008

TO: Workforce Solutions Alamo CCS Contractors

FROM: Chakib Chehadi, Executive Director *C.C.*

SUBJECT: PRIORITY GROUPS & CONTINUITY OF CARE

PURPOSE:

To provide guidance on Workforce Solution Alamo's (WSA) policy establishing priorities for the receipt of child care services and guidelines for the discontinuation of care due to lack of funding.

REFERENCE(S):

Texas Workforce Commission (TWC) Child Care Rules Sections, 801.23, 809.2, 809.13, 809.14, 809.43, 809.45, 809.46, 809.47, 809.48, 809.49, 809.54, and TWC Workforce Development (WD) Letter 15.07. ~~and Technical Assistance Bulletin 35~~

Bold typeface indicates new or clarified language.

A ~~strikethrough~~ indicates language has been deleted.

POLICY:

TWC Rules require boards to ensure funds are prioritized among the following 3 priority groups.

A. Priority of Services

1. The first priority group includes:
 - a. Children of parents eligible for Choices child care as referenced in 809.45;

- b. Children of parents eligible for Temporary Assistance for Needy Families (TANF) Applicant child care as referenced in 809.46;
 - c. Children of parents eligible for Food Stamp Employment & Training (FSE&T) child care as referenced in 809.47; and
 - d. Children of parents eligible for Transitional child care as referenced in 809.48.
2. The second priority group includes:
- a. Children needing to receive protective services related to child care as referenced in 809.49;
 - b. Children of a qualified veteran **or qualified spouse** as defined in 801.23;
 - c. Children of a foster youth as defined in 801.23;
 - d. Children of teen parents as defined in 809.2; and
 - e. Children with disabilities as defined in 809.2.
3. The third priority group includes:
- a. Children of parents at the lowest Federal Poverty Guidelines (FPG), which is defined as families with incomes at or below 100% of FPG.
 - b. Contractor shall then remove families off the wait list by the next higher family income increments such as 150% FPG, then 175% FPG, etc. For each of these categories, families that have been on the wait list the longest period of time will be removed first.
 - c. Families that misreport their family income that are being taken off of the wait list will be wait listed again if their income exceeds 200% of FPG.

The Contractor shall develop a marketing plan to ensure that services are promoted to the families at or below 200% of FPG. The plan must be submitted to WSA no later than October 31, 2007 and must be updated annually by the end of each subsequent fiscal year. Suggested strategies include coordination with Head Start and Early Head Start, Public ISDs, individuals receiving Children's Health Insurance (CHIP), Food Banks and Pantries, Homeless Shelters, and Child Protective Services.

B. Continuity of Child Care

1. As a general principle, enrolled children shall receive child care as long as the parent remains eligible for any available source of WSA funded child care except as otherwise provided under Section A of this policy. Children of parent's whose time limits for Transitional child care have expired shall remain in care and be moved to At-Risk child care as long as the parents remain eligible for any available source of child care funding.

2. Nothing in this policy shall be interpreted in a manner as to result in a child being removed from care, except when removal from care is required for child care to be provided to a child of parents eligible for one or more of the established priority groups.
3. Children who no longer receive Texas Department of Family and Protective Services (TDFPS) Child Protective Services (CPS) funded child care shall also continue to receive child care funded through WSA if TDFPS indicates that the child is in need of continued protective services for the period of time chosen by the TDFPS for up to six (6) months, so long as it does not result in another child being removed from care. Care shall be provided regardless of whether the family is meeting income eligibility requirements. In addition, no parent fee will be assessed for these children during this timeframe.
4. Children who no longer receive TDFPS funded child care and do not need protective services may continue receiving WSA funded child care if the parents of the children are otherwise eligible and meet the minimum requirements set forth in federal, state, and local regulations and if it does not result in removing another child from care.
5. Children of military parents in military deployment shall not have a disruption of child care services or eligibility because of military deployment. During military deployment, income increases due to military deployment shall be disregarded and the parent's share of cost shall be frozen.

C. Discontinuation of Child Care

If the Contractor finds it necessary for children to be removed from care to provide services to children eligible under the priority groups referenced above, the following guidelines shall be followed for discontinuing child care services.

1. The Contractor shall provide written notification to all income eligible customers informing them of the possibility of discontinuation of care. The notice must provide the customer with the reason for the possible discontinuation of care and inform them that their eligibility recertification does not guarantee twelve (12) months of care.
2. The Contractor shall generate computerized reports on an as-needed basis to identify clients whose care may be discontinued. Customers whose families are determined to be discontinued from care will be given a minimum of 30 days written notice that their care will be

terminated and must include information regarding other child care services for which the recipient may be eligible.

Families whose care may be discontinued shall:

- a. Be of the highest income levels; and/or
 - b. Have the longest time in care.
3. The Contractor determines the customers that shall be eligible for discontinuation of care, and then forwards the recommendation to WSA's Child Care Unit for final approval.
 4. The Contractor shall perform ongoing fund and enrollment projections and analyze the numbers of children in care versus the number needing care in order to maintain TWC performance standards, ensure services to priority groups, and to remain within budget limitations.

ACTION REQUIRED:

Contractor shall implement this policy immediately.

EFFECTIVE DATE:

Immediately.

INQUIRIES:

Please direct all comments and inquiries pertaining to this policy to:

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