



WORKFORCE SOLUTIONS ALAMO POLICY LETTER

ID NO: CCMS 34, C2

DATE ISSUED: October 28, 2008

TO: Workforce Solutions Alamo CCS Contractors

FROM: Chakib Chehadi, Executive Director

A handwritten signature in black ink, appearing to read "C. C.", positioned to the right of the printed name.

SUBJECT: CHILD CARE DURING TEMPORARY BREAKS IN EMPLOYMENT OR TRAINING

PURPOSE:

To provide guidance on Workforce Solutions Alamo (WSA) policy regarding child care during breaks in employment or training.

REFERENCE(S):

Texas Workforce Commission (TWC) Rules Sections, 809.19, 809.41, **809.51**, 809.73, **WD 36-08**, and CCMS 15.

Bold typeface indicates new or clarified language.

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

POLICY:

Clients receiving child care services are required to report changes in work, education or training within 10 days. WSA requires that parents report any breaks in employment or training. If a break in employment or training lasts longer than two weeks, the parent must either be terminated or placed on set-aside care if the break is temporary. Set-aside child care is defined as withdrawing the children from care temporarily while "setting aside" the funding for the children when they return. The children are not guaranteed to return to the same provider upon return but funding for their care will be available.

Examples of **Temporary Breaks in Employment Work, Education, or Job Training** are:

- **If a parent is a student and will not be attending school during the summer, but will be returning to school for the fall semester, the parent must provide transcripts or other proof they will be returning.**
- **If a parent is the employee of a school district (or other employer) that closes for the summer months, and the parent remains employed, but will not resume working until the new school year, the following applies restrictions apply:**
 - **The parent will be allowed a maximum of 90 days of set-aside child care during a temporary break in work, education, or job training; and**
 - **Any break lasting longer than 90 days will not be considered temporary. Therefore, services will be terminated if a break is scheduled for longer than 90 days, unless the parent is eligible for and requests a job search.**

Temporary Breaks in Work, Education, or Job Training due to Medical Incapacitation:

- **If a parent is temporarily incapacitated and has provides medical documentation of their disability, ~~In this case, the parent is allowed up to 60 days of continued child care during the incapacitation period, and must return to work at the end of the authorized disability as noted by the doctor.~~ The authorized period may be less than 60 days; therefore, the parent must only be allowed the time authorized.**
 - **Parents may be eligible for 30 additional days of set-aside child care following the 60-day period with proper medical documentation.**

Prior to any suspension of child care due to temporary breaks in employment, training, or temporary incapacitation a parent must provide:

- **Documentation from the employer or training provider stating that the parent will be returning to work or job training activities following the temporary cessation of these activities or medical incapacitation; or**
- **Written notification to the child care contractor of the parent's intent to enroll in an educational institution following the temporary cessation of educational activities.**

Parents must agree to continue paying their parent fee in this situation for the children to remain in care. See policy CCMS 15 on fee reductions. If the parent does not return to work or training in any of these circumstances ~~they~~ **their child care services** must be terminated.

Additionally, **if a parent is eligible, the parent** may choose to have their children remain in care during the break if they secure employment, for example, for the summer.

ACTION REQUIRED:

Contractor shall implement this policy immediately by notifying parents of this requirement and by updating all documents, forms and correspondence to parents to comply with this policy.

EFFECTIVE DATE:

Immediately.

INQUIRIES:

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

Tony Martinez
Workforce Services Specialist
Workforce Solutions Alamo
115 E. Travis, Suite 220
San Antonio, Texas 78205
(210) 581-1099
Fax: (210) 272-3292