



WORKFORCE SOLUTIONS ALAMO POLICY LETTER

ID NO: CCMS 38, C3

DATE ISSUED: February 24, 2009

TO: Workforce Solutions Alamo CCS Contractors

FROM: Chakib Chehadi, Executive Director *CC*

SUBJECT: PARENT RESPONSIBILITY AGREEMENT (PRA) SANCTIONS

PURPOSE:

The purpose of this policy is to provide guidance on Workforce Solutions Alamo's (WSA) policy regarding PRA sanctions.

REFERENCE(S):

Texas Workforce Commission (TWC) Child Care Rules, Sections 809.76, 809.77, **WD 43-08**, and CCMS 15.

Bold typeface indicates new or clarified language.

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

POLICY:

TWC Rules require that each parent or caretaker (except Choices, **Food Stamp, Workforce Applicant** and Department of Family and Protective Services) of a child receiving subsidized child care sign a Parent Responsibility Agreement (PRA) as a part of the enrollment process. The PRA shall ~~also~~ be reviewed at each **intake and each** eligibility redetermination by the Child Care Contractor (CCC) with each client. ~~Clients will be allowed up to 12 months from the date of their initial enrollment, or 12 months after a child is added to the case to comply with the PRA. However, a sanction will be assessed sooner if a redetermination is completed prior to the 12-month period and the parent is not in compliance.~~ Parents who are in non-compliance with any PRA provision

must pay a \$25 sanction fee per non-compliance each month in addition to their parent fee.

The PRA consists of the following requirements:

- In cases where there is a non-custodial parent (NCP), the custodial parent (CP) must establish paternity and enforce child support on an on-going basis by providing:
 - Documentation from the Office of the Attorney General (OAG), affirming that the CP is cooperating with the OAG and has an open child support case;
 - A court order that affirms regular child support; or
 - Documentation that affirms an arrangement with the NCP and the CP for child support on a regular basis. Documentation must include evidence of child support history, including in-kind (non-cash) child support. In-kind child support will not be used as income; however, it will meet the requirement for child support in the PRA. The CCC shall develop procedures for tracking and documenting regular child support payments for compliance with the PRA.
 - **Contractor must verify compliance with this provision of the PRA for each child at intake, and continued compliance at each eligibility redetermination, or when a child is added to the case.**
- Refrain from the use, sale or possession of marijuana or a controlled substance in violation of Health and Safety Code, Chapter 481, or abuse of alcohol. Clients who have attested that they have violated this component of the PRA shall be referred to counseling.
 - **Parents may be allowed up to 12 months to be in compliance with this provision of the PRA. Parents are responsible for complying with this portion of the PRA sooner if a redetermination is completed prior to the 12-month period. Contractors shall have parents sign a self declaration (Form CC-2041) that they are not using, selling, or possessing controlled substances. If the parent indicates they are in non-compliance, the parents must provide documentation of their participation from a substance abuse program. If the parent's fail to provide documentation, a sanction shall be assessed.**
 - **Contractor shall have parents affirm continued compliance by signing a new self declaration form at each eligibility redetermination.**
- Ensure each child in the family younger than 18 years of age attends school regularly, unless the child has a high school diploma or a high school equivalency certificate or is specifically exempted from school attendance by Education Code, 25.086.
 - **Parents may be allowed up to 12 months to be in compliance with this provision of the PRA. However, contractors shall verify compliance sooner if a redetermination is completed prior to the 12-month period.**
 - **Contractor shall verify continued compliance at each eligibility redetermination.**

The CP is exempt from the PRA if:

- The paternity of the child cannot be established after a reasonable effort to do so;
- The child was conceived as a result of incest or rape;
- The parent of the child is a victim of domestic violence;
- Adoption proceedings for the child are pending;
- The parent of the child has been working with an agency for three months or less to decide whether to place the child for adoption;
- The child may be physically or emotionally harmed by cooperation; or
- The parent may be physically or emotionally harmed by cooperation, to the extent of impairing the parent's ability to care for the child.

Self-attestation will not be accepted to prove compliance or exemptions with the PRA. Parents must provide sufficient documentation to prove compliance or exemptions with the PRA. Parents who are assessed a sanction are responsible for paying the sanction along with their parent fee to their provider each month in advance of services being rendered. Parents may not have their sanctioned waived. The CCC shall ensure adherence to WSA's Parent Fee Policy, which outlines the measures taken for late parent fees including sanctions.

ACTION REQUIRED:

The CCC shall implement this policy at the parent's next **intake or** eligibility redetermination appointment.

EFFECTIVE DATE:

Immediately.

INQUIRIES:

Please direct all comments and inquires 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