




Memorandum #406

DATE: February 9, 2010

MEMORANDUM TO: CCS Contractor

FROM: Susan Ashmore, Director of Child Care Services 

SUBJECT: Parent Requirements for Child Care Automated Attendance

The Texas Workforce Commission (TWC) has released Workforce Development (WD) Letter 05-*Parent Requirements for Child Care Automated Attendance*.

This WD letter provides guidance to Boards on parent requirements for the Child Care Automated Attendance (CCAA) system as well as a parent agreement. If the CCS Contractor would like to amend the form, it will need to include all of the verbiage and requirements in the attached form and received prior approval from WSA.

All comments and inquiries pertaining to this policy should be directed to: Susan Ashmore, Director of Child Care Services at (210) 581-1098.

Attached: WD Letter 05-10

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 05-10
Date:	February 9, 2010
Keyword:	Child Care
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Laurence M. Jones, Director, Workforce Development Division

Subject: **Parent Requirements for Child Care Automated Attendance**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on parent requirements for reporting attendance and absences using the Texas Workforce Commission's (Commission) Child Care Automated Attendance (CCAA) tracking system, specifically:

- parent reporting procedures;
- secondary cardholders; and
- parent agreement.

BACKGROUND:

As set forth in WD Letter 60-09, issued December 29, 2009, and entitled "Notice to Child Care Providers regarding New Child Care Automated Attendance System Responsibilities and Reporting Requirements," the Commission has begun implementation of the new child care attendance and reporting procedures using the CCAA tracking system.

PROCEDURES:

Parent Reporting Procedures

Boards must ensure that parents use the CCAA card (attendance card) to report attendance and absences:

- at a point of service machine; or
- through an Interactive Voice Response telephone system.

NLF

Boards also must ensure that parents are informed that their child care services can be terminated, and they can be held responsible for paying the provider for attendance and absences that are not reported using the attendance card.

NLF

Secondary Cardholders

Boards must ensure that parents:

NLF

- are informed that they can designate up to three individuals as secondary cardholders to report attendance and absences if a parent is occasionally unable to drop off or pick up the child at the child care facility;
- do not designate anyone under age 18 as a secondary cardholder, unless the individual is a parent of the child;
- do not designate the owner or director of the child care facility as a secondary cardholder; and
- are informed of their responsibility for:
 - misuse of the attendance card by secondary cardholders;
 - informing the secondary cardholders of the CCAA responsibilities for using the attendance card;
 - ensuring that any secondary cardholders comply with these responsibilities; and
 - ensuring the protection of attendance cards issued to them or a secondary cardholder.

Boards must ensure that parents are informed that child care services can be terminated if the parent or secondary cardholder gives the attendance card or the personal identification number to another person—including the child care provider.

NLF

Parent Agreement

To ensure that parents understand their attendance card responsibilities, Boards must ensure that parents sign a written acknowledgment at each of the following stages:

NLF

- Initial eligibility determination; and
- Eligibility determination for cases in which there are gaps in the provision of child care services.

Boards may use Attachment 1, Parent Agreement for Use of the Child Care Automated Attendance Card, to obtain written acknowledgment of the parent’s agreement with the attendance card responsibilities.

LF

Boards choosing to create a locally developed parent agreement must ensure that it contains all of the elements in Attachment 1, including the parent’s signature.

NLF

Boards must ensure that a signed copy of the parent agreement is retained in the case file.

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Boards must ensure that parents sign a parent agreement no later than July 30, 2010.

NLF

INQUIRIES:

Direct inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENT:

Attachment 1: Parent Agreement for Use of the Child Care Automated Attendance Card

RESCISSIONS:

None

REFERENCE:

Texas Workforce Commission Child Care Services Rules: 40 TAC §809.115
WD Letter 60-09, issued December 29, 2009, and entitled "Notice to Child Care Providers regarding New Child Care Automated Attendance System Responsibilities and Reporting Requirements"

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must" or "shall."

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."

**PARENT AGREEMENT 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.
- 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 can designate up to three individuals as secondary cardholders to report attendance and absences on my behalf.
- 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.

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.*