

**President's Briefing Item D
Policy**

Child Care Excessive Absence Policy

Background

WFS Policy-Customer Service 99-19 Change 1 states that each child is allowed 30 days of absences per Anniversary year and Providers are responsible for reporting all absences on the Form 2455 and submitting this to the Child Care Contractor for payment.

This policy amendment will include language for the new attendance system and modifications indicated below and will facilitate timely and appropriate payments for small business owners in daycare as it relates to excessive absences.

Purpose

To facilitate timely and appropriate payments for small business owners in daycare, the attendance standards have been modified to accommodate inefficiencies within the swipe card attendance system, failure of technology and communication issues. This change continues to allow 30 day absences due to not being physically at the facility and it adds 20 days for non-recording attendance through CCAA. This change will offer efficiencies by providing the following:

- Offers time to correct inefficiencies within the swipe card attendance system (failure of technology and communication).
- Provides small business owners in daycare payments without interruptions due to swipe card attendance system.
- Provides payments to the providers for services being rendered without being penalized for the parents' inability to record attendance properly.
- Provides flexibility for the parent if the non-recording was out of their control by allowing certain exceptions.
- Eliminates the need for child care providers to report per child to the CCAA non-recording every 5 days.
- Places burden back on the parent and their financial assistance will be discontinued once they reach their maximum allowable absences.
- Tracks non-recording and allows the contractor time to contact the parent and provide technical assistance and notify in advance of possible adverse action as required by TWC.
- Penalizes true non-compliance by discontinuation of services and prohibits reapplication for 30 days.

RECOMMENATION: Board authorization to approve the above policy amendment.
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