

**President's Briefing Item—A**  
**Policy – Hand-out**

**I. Child Care Attendance Policy**

TWC rules require local Boards to set attendance standards for eligible children. Current Board policy allows each child 30 days of absences per anniversary year with providers responsible for reporting all absences on form 2455 to the Child Care Contractor for payment. If the child exceeds 30 days of absences, child care will be terminated. Waivers may be granted for extended illness, custody visitation, and catastrophic events for absences over 30 days, but not to exceed 60 days. Parents are responsible for any assessed co-payments during periods of absence.

Staff has brought back this policy for Board consideration to include language related to the CCAA system for attendances and absences:

According to WD Letter 60-09, change 2 and §809.92(b)(4), Child Care Contractor must ensure that providers follow attendance reporting and tracking procedures as required by Commission/Board. Providers must agree to the following:

- Inform the child care contractor when an enrolled child has not attended the first three days of scheduled care.
- Contact child care contractor regarding the child's absence no later than the third day of scheduled attendance.

Contractor must ensure that providers agree to review CCAA system attendance and absence reports at a minimum every five calendar days.

Contractor must ensure that providers agree to no reimbursement for child care services when a parent fails to report attendances or absences in the CCAA system (Z days) unless the provider contacts the child care contractor within five calendar days of the incident.

Contractor must ensure that providers agree to comply with the security requirements of CCAA and are aware that failing to do so may warrant corrective or adverse actions.

**II. TANF and Food Stamps Policy**

Prior to the implementation of the Temporary Assistance to Needy Families (TANF) Deficit Reduction Act, each job search contact counted as two hours of participation both for both TANF and for the Supplemental Nutritional Assistance Program (SNAP), more commonly known as food stamps. The TANF Deficit Reduction Act legislation required actual hours be recorded and this job search verification requirement was adopted by TWC for implementation in the TANF and SNAP E&T programs. TWC recently relaxed the verification requirements for the TANF job search activity, as those hours will no longer be used for federal reporting purposes. They also revised the SNAP E&T Guide, eliminating the verification requirements section and SNAP documentation requirements chart created as a result of the TANF Deficit Reduction Act. These changes allows Boards the flexibility to assign a standard set of hours for the TANF and SNAP E&T activities, instead of requiring the participant to calculate actual hours spent in the job search activity.

Staff recommends adopting two hours for each job search contact as the local policy regarding the monitoring of TANF and SNAP E&T participation hours. The change in policy will benefit prospective employers of TANF and SNAP recipients, by relaxing the job search verification requirements; will no longer require the job seeker to reveal their TANF or SNAP status to potential employers; and will eliminate the burden of individual job search contact verification for staff, allowing them to focus more effectively on quality job matches and referrals.

<b>RECOMMENDATION:</b> Board authorization to approve policies as presented.
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