

WORKFORCE SOLUTIONS

GREATER DALLAS

Policy Number: S0811, change 2	RE: TWC Childcare Rules, as amended; WD Letter 07-20, change1 as amended
Date Issued: 9/4/2020	Effective Date: 8/19/2020

Child Care Policies

Background

WFSDallas complies with the Child Care Rules, as amended and WD Letters. *This policy has been amended to add language regarding child care transfer.*

Policy

1) Parent Share of Cost (PSOC), as described in Child Care Services Guide B-600

- Assessment – assess at the initial and annual eligibility determination or when a change to income or family size has decreased resulting in a lower PSOC.
- Methodology – determined by a sliding fee scale that is based on family size and gross family income, and the number of children receiving child care assistance.
- Temporary Reduction – a temporary reduction for parents who have temporary extenuating circumstances that jeopardizes the family's self-sufficiency and may temporarily reduce the assessed parent share of cost if warranted by the circumstances.
- Reimbursement to the child care provider when the parent fails to pay their PSOC-the collection of parents' share of cost is the responsibility of the child care provider. WFSDallas will not reimburse child care providers when the parent fails to pay their share of cost.

2) Maximum Reimbursement Rate (according to **Child Care Services Guide B-700**)- Child care providers will be reimbursed at the Board's maximum rate or the providers published rate, whichever is lower. Transportation for to and from home or public school will be paid as long as it does not exceed the Boards Maximum Rate.

3) Standard Deduction for Self-Employment (according to **Child Care Services Guide D-109**)- A standard deduction of 40 percent from gross monthly receipts will be applied to cover the cost of operating the business when income is from self-employment. Self-employment income from gross receipts includes the value of all goods and services sold from one's own business, professional enterprise or partnership. Should a parent believe their expenses exceed the standard deduction, the parent must provide documentation to be used in itemizing the expenses.

4) General Eligibility (according to **Child Care Services Guide D-100**)- A child is considered to be residing with the parent when the child is living with and physically present with the parent during the time period for which child care services are being requested or received. (TWC Child Care Services rule §809.2 (20)).

5) Provider Published Rate Costs (according to **Child Care Services Guide B-707**) - Child Care providers shall not charge the difference between the published rate and the Board's maximum rate.

6) CCAA Violations (according to **Child Care Services Guide E-605**) - Parents must report lost cards and request a replacement card. Z-days due to not having a card will be removed from the absence count, up to 10 days. Additional days may be removed from the absences count with approval as long as the parent has reported timely that the card was not received, or there are other extenuating circumstances. Z-days caused by POS or other system issues may be removed from the absence count with approval. After four lost cards within eligibility period, any Z days due to non-recording will be counted as an absence.

7) Maintenance of a Wait List (According to Child Care Services Guide B-500) - Parents may apply in person, via the telephone or through an online application. Applicants go through a pre-screening process to determine if they meet the basic eligibility requirements. If they are eligible, they are entered onto the waiting list. Once a funding slot becomes available, children are placed by priority and wait/date order. Parents must call every 60 days to keep their information updated and to acknowledge the required timeframe to update their status, they will be purged from the list. Parents who are ineligible are sent a notification outlining the reason for the ineligibility.

(8) How the Board determines that the parent is making progress towards successful completion of a job training or educational program as described in Section 809.2(1)(According to Child Care Services Guide A-100). If an individual has not been placed on academic probation or intervention by the job training program, they are considered as meeting the activity participation and hour requirement.

(9) Provision of child care services to a child with disabilities under the age of 19 as described in Section 809.41(a)(1)(B) (According to Child Care Services Guide D-101). The Board ensures that child care services are available to a child with disabilities under the age of 19.

(10) Minimum activity requirements for parents as described in Section 809.43 and Section 809.50(According to Child Care Services Guide D-200 and D-650). The Board establishes a minimum activity requirement policy requiring 25 hours for a single parent family or 50 hours for two-parent households.

(11) Time limits for the provision of child care while the parent is attending an educational program as described in Section 809.41(b)(According to Child Care Services Guide D-101b). The Board establishes a two year or 65 credit hour limit on the duration of child care for education. If the participant is within 6 months of completion of the training, an extension to the time limit may be granted.

(12) Board priority groups as described in Section 809.43(a) (According to Child Care Services Guide B-400). The Board defines the third priority group as siblings of enrolled children (provided they are eligible, but reserves the right to negotiate with TWC to include children of WIOA trainees (0- kindergarten) when the parent enrolls in Two Gen and wrap-around services for head-start).

(13) NEW Transfer of a child from one provider to another as described in Section 809.71(3) (According to Child Care Services Guide E-100 and WD Letter 07-20, change 1). The Board will ensure that the contractor offers the parent opportunities to locate a new provider if a parent is requesting a transfer. Board policy requires a two-week waiting period prior to ending care at a facility when a parent requests a transfer. During the waiting period, the child's referral at the original provider will continue unless the parent requests a suspension. Parents who have extenuating circumstances that require an immediate transfer will be processed on a case by case basis. Board staff will require contractor to clearly document all request to transfer children in TWIST Counselor Notes.

(14) Providers charging the difference between their published rate and the Board's reimbursement rate as provided in Section 809.92(d)(According to Child Care Services Guide F-204). The Board prohibits providers from charging the difference between the provider's published rate and the amount of the Board's reimbursement rate (inclusive of the assessed parent share of cost) to any parent eligible for child care services.

(15) Procedures for Fraud Fact finding as provided in Section 809.111 and WD Letter 05-04. The Board complies with Section 809.111 and WD 05-04 in reference to fraud fact finding and childcare recoupment (According to Child Care Services Guide, G-100). WFSDallas will exercise due diligence in attempting to collect funds due to fraud or ineligibility in accordance with CFR 98.60(i).

(16) Policies and Procedures to ensure that appropriate corrective actions are taken against a provider or parent for violations of the automated attendance requirements as specified in 809.13, as amend (Child Care Services Guide, G-500 and WD Letter 21-16). The Board complies with automated attendance requirements specified in Section 809.115(d) - (e).

Action Required

This policy should be distributed to all affected staff, contractors, and other interested parties.

Contact

Inquiries regarding this policy should be directed to **Connie Rash, Senior Vice President, Resource Development and Deployment at 214.290.1008.**

Approved for Content:	
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Signature	Date
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President's Signature	Date