

# **WORKFORCESOLUTIONS**

## **G R E A T E R D A L L A S**

<b>Policy Number:</b> S0821	<b>RE:</b> Child Care State Policy WD Letter 08-21, Chapter 809 Child Care Services Rule 809.78
<b>Date Issued:</b> 5/1/2021	<b>Effective Date:</b> 04/21/2021

### **Child Care Automated Attendance and Manual Absence Tracking**

#### **Background**

Texas Workforce Commission (TWC) Chapter 809 Child Care Services rule §809.78(a) requires parents to ensure that children meet attendance standards for child care services. On March 1, 2020, TWC's three-member Commission (Commission) waived §809.78, which requires parents to ensure that children meet attendance standards for child care services based on the child's authorization for enrollment. To provide relief to families that may have accumulated absences due to COVID-19, and to simplify the implementation of this change, Boards were directed to disregard absences that occurred beginning March 1, 2020, and consider all absences to be COVID-19-related. Waiving the attendance standards and absence policy was also needed to ensure that child care providers could comply with Child Care Regulation's Emergency Rules, which direct child care providers to follow the Centers for Disease Control and Prevention guidance to limit parent access within facilities in order to reduce COVID-19 transmission. As child care attendance is recorded electronically on a swipe card machine located within child care facilities, parents were not able to access those devices. TWC must procure a new automated attendance system. While TWC is in the procurement process and until the procurement is complete, TWC will temporarily stop collecting attendance through an automated system. On March 9<sup>th</sup>, the Commission voted to reinstate requirements in 809.78 with the CCAA system discontinued on March 31, 2021. TWC implemented interim procedures to manually collect information from child care providers on excessive absences.

#### **Policy**

WFSDallas and its contractors will follow WD Letter 08-21 which defines procedures to manually collect information from child care providers with excessive absences.

On March 22, 2021, TWC issued WD letter 08-21, which included the following with no local flexibility:

- Notify all child care providers that accept subsidized child care that they must report any child participating in subsidized care that accrues five consecutive absences to the board or board contractor beginning April 1, 2021
- Contractor must develop a process to collect actual child attendance at relative child care providers and per 809.93(c), ensure that a relative child care provider is not reimbursed for days on which the child is absent.
- As of March 1st no new Point of Service devices or CCAA cards were issued.
- Contractor must have a process and timeline for child care providers to report child care absence information.
- Each provider report of five consecutive absences will count as one provider notice for the child.
- Definition of excessive absences set forth in 809.2 (10), is defined as 40 absences.
- Contractor must outreach families that have children who have accrued 15 and 30 absences with the process outlined in 809.78(d)(1).
- Contractor must determine if a child's absences are unexplained before counting the provider notice toward the 15, 30, and 40-day unexplained absence notifications

- TWC will complete a system-wide reset of all attendance period start dates to April 1, 2021, on all child care cases with active referrals.
- Contractor must be aware that absence notifications to families must begin on April 1, 2021
- Contractor must develop a process for staff to enter provider notification data of a child's consecutive absences into The Workforce Information System of Texas (TWIST).
- Contractor must develop a process to ensure that Form 2450 or a locally developed notification of enrollment is sent to the provider and documented in TWIST Counselor Notes. Providers will no longer be able to view any authorized referrals in the CCCA system as of April 1, 2021.
- Contractor must update all eligibility documentation to remove references to the CCAA system and use of the swipe cards by May 31, 2021. Any extensions of this deadline must be approved by TWC.
- Contractor must update all provider agreements to remove references to the CCAA system and update language to reflect the new provider absence process of reporting five consecutive absences by May 31, 2021. Any extensions of this deadline must be approved by TWC.
- Contractor must immediately notify the appropriate Texas Department of Family and Protective Services (DFPS) Regional Day Care Coordinator (RDCC) upon receipt of any provider report of five consecutive absences that involves a child in the DFPS system. Notification to the RDCC must be completed at the time of provider notification by email, copying the DFPS Daycare Liaison State Office email address (dfpsdaycareliaisonso@dfps.state.tx.us). A TWIST Counselor Note must also be entered.

WFSDallas can determine the methods of communication to inform parents and providers of the discontinuance of the CCAA system. WFSDallas will utilize the TWC customizable templates to communicate the change for provider and parent notification.

WFSDallas will track 15 and 30-day absence notifications in TWIST.

**Action Required**

This policy should be distributed to all affected staff.

**Contact**

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

<b>Approved for Content:</b>	
<i>Connie Rash</i>	5/1/2021
<b>Signature</b>	<b>Date</b>
<i>Laura Paula Garcia</i>	5/1/2021
<b>President's Signature</b>	<b>Date</b>