

WORKFORCESOLUTIONS

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

Policy Number: S0810	RE: Texas Administrative Code and WD Letter#60-09 and subsequent changes.
Date Issued: 11-28-11	Effective Date: 11-15-11

Attendance Standards for Eligible Children

Background

According to Texas Administrative Code, §809.92(b)(4) and WD Letter #60-09 and subsequent changes, Child Care Contractor must ensure that providers follow attendance reporting and tracking procedures as required by the Commission and Board. This policy provides clarification to set attendance standards for eligible children and removes five day requirement as in accordance State rule and compliance with CCAA.

Policy

The Board will retain the 30-day absence limit and apply this to all children. Each child is allowed 30 days of absences per anniversary year, except children referred to DFPS funding. A child's anniversary year starts on the first day that childcare was authorized. Parents are required to record absences via the Child Care Automated Attendance System and contact the child care provider to let them know that the child will be out.

Attendance reporting and tracking procedures required by the board and Child Care Contractor must be followed.

If a child accumulates 30 days of absences within the anniversary year, childcare services will be terminated. The Child Care Contractor will discontinue services and will notify the parent and provider. If the absences accumulated are due to illness or extenuating circumstances, the parent may appeal the termination. Documentation and verification of the reason for absences will be required in order to continue childcare services. 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 absences.

The provider 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 the child care contractor regarding the child's absence no later than the third day of scheduled attendance.

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

Child Care Contractor must ensure that the 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. The provider can be reimbursed for up to 3 days of absences at the child's initial enrollment, if the provider notifies the Child Care Contractor on the third working day the child does not attend. All other absences are paid as long as reporting requirements are met.

Policy Number: S0810	RE: Texas Administrative Code and WD Letter#60-09 and subsequent changes.
Date Issued: 12-8-11	Effective Date: 11-15-11

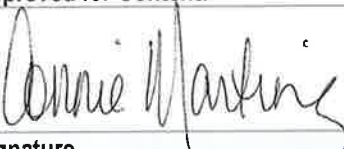

The Board will provide for children who must be absent from childcare due to court-ordered visitation or custody. If the absence is for two weeks or less, the Child Care Contractor must have documentation from the parent on file that supports the court-ordered visit. For court-ordered visits that are more than two consecutive weeks, suspension is allowed. Childcare will be terminated with the provider, but will be reinstated when the child returns home, provided the family still meets eligibility requirements. Absences are not counted during court-ordered visits or a suspension period.

Action Required

This policy should be distributed to all affected staff.

Contact

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

Approved for Content:	
	8-1-12
Signature	Date
	8-17-12
President's Signature	Date