WORKFORCESOLUTIONS
GREATER DALLAS

Policy Number: S0811, change 8	**RE:** TWC Childcare Rules, as amended; WD Letters **#13-21, change 3**, 19-21 Change 2, **14-22, change 4,** 18-18, change 3, and **Child Care Services 8-23, change 2**, **WD 04-25, change 1**; WD 03-25; WD 02-25; WD 02-21, change 2; **WD 16-24, change 3**; WD 18-24; WD 06-24, change 2; WD 12-24; WD 06-22, Change 1, WD 05-18, change 1; WD 07-17, Change 1; **WD 10-23, change 2**; WD 25-23; WD 20-23; WD 17-23; **WD 20-26, change 1; WD 21-26**; WD 05-25, Change 3; **06-26, Change 2; WD 13-26; WD 16-26; WD 15-26; WD 03-26, Change 1**; **WD 05-26, Change 1; WD 07-26; FDCM 01-2024, Change 1; WD 04-26; FDCM 01-26; WD 02-26**; Guide https://www.twc.texas.gov/files/partners/child-care-services-guide- twc.pdf
Date Issued: 10/26/2026	**Effective Date:** Effective dates of WD Letters

Child Care Policies

Background - WFSDallas complies with the Child Care Rules, as amended and WD Letters. **This policy has been amended to comply with updated Child Care Rules, WD Letter 13-21, change 3; 7-20, change 1; 19-21, change 2; 14-22, change 4; 18-18 change 3; 8-23, change 2; 4-25, change 1; 16-24, change 3, WD 10-23, change 2**; **WD 20-26, change 1; WD 21-26**; **06-26, Change 2; WD 13-26; WD 16-26; WD 15-26; WD 03-26, Change 1**; **WD 05-26, Change 1; WD 07-26; FDCM 01-2024, Change 1; WD 04-26; FDCM 01-26; WD 02-26.**

Policy

1) Parent Share of Cost (PSOC), as described in Child Care Services Guide B-606

- 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. In accordance with **809.19**
- 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 (B-601a). In accordance with **809.19**
- 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 (B601b). In accordance with **809.19**
- 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. In accordance with **809.19 (3 A-D)**, WFSDallas follows state rule for termination of child care services within a 12-month period when a parent fails to pay parent share of cost (B606a).

2) Maximum Reimbursement Rate (according to Child Care Services Guide B-700) **809.20**- 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. WFSDallas will follow TWC policy for Reimbursement Rate Increases, as updated.

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 rules §809.41-56**). WFSDallas will follow

updated poverty guidelines as issued in State and Federal policy. The current local income level is at 85% State Median Income (see WD letter 11-25).

5) Provider Published Rate Costs (according to Child Care Services Guide F204) - Child Care providers shall not charge the difference between the published rate and the Board's maximum rate.**809.91-96 (B709a, B709b, and 809.21(b).**

6) Minimum Requirements for Providers **809.91** and Provider Automated Attendance in accordance with **809.95** and corrective actions for violations (G-500 and FDCM 01-24).

7) Maintenance of a Wait List (According to Child Care Services Guide B-500)**809.18** - 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 **809.42**(According to Child Care Services Guide A-100). If an individual has <u>not</u> 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 809.56**.

(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).

(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) Transfer of a child from one provider to another as described in **Section 809.56** (According to Child Care Services Guide E-100(B-606) and **14-22,change 4**). 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 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 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. The Board complies with **Sections 809.111 – 115 and 809.117** 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). The Board complies with automated attendance requirements specified in Section 809.115(d) - (e).
(17) ***Initial Job Search Child Care*** **–WFSDallas will follow WD 13-21, change 3 as released (Section 809.50, 809.56).**
https://www.twc.texas.gov/sites/default/files/wf/policy-letter/wd/13-21-ch3-twc.pdf
To provide guidance on the implementation of child care for At-Risk parents engaged in job search at the time of eligibility determination or redetermination. Effective July 1, 2021, through September 30, 2022, families who do not meet minimum participation requirements for At-risk child care eligibility but who are otherwise eligible shall qualify for child care while searching for work that meet the minimum employment activity requirements.

WFSDallas will extend an initial job search period for a maximum of 30 calendar days to ensure continuity of care while staff completes paperwork to determine eligibility for a parent who has gained employment that meet activity requirements. Any revisions for the initial 90 calendar days of eligibility must be clearly documented in Counselor Notes and will be counted in the total 12-month eligibility time frame. PSOC will remain at zero during the extension, ensuring that when PSOC is resumed it is based upon the full income determination.

18) Child Care Provider Contract Agreements – WFSDallas will follow WD Letter 19-21, change 2, and Texas Labor Code §302.0461, as amended. WD 19-21, Change 2

19) Short-term Training for Parents Enrolled in Initial Job Search Child Care – WFSDallas will follow **WD Letter 01-22, change 1**, as amended. TWC released guidance relating to the provision of short-term training for parents enrolled in initial job search child care defining eligibly for short-term training, funding, service provision, data entry and performance**. https://twc.texas.gov/files/policy_letters/WD-01-22-ch1.pdf**

20) Attendance standards and notice and reporting requirements – follow Section 809.78. WD 08-23, change 8, G-500 and Fraud and Deterrence and Compliance Monitoring (FDCM) Letter 1-24, Change 1.

21. Direct referrals from recognized partnerships as described in D-1008.

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:	
Connie Rash	10/26/2026
Signature	**Date**
Laura Ward (Oct 26, 2026 15:02:21 CDT)	10/26/2026
President's Signature	**Date**

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Final Audit Report 2026-10-26

Created:	2026-10-26
By:	Connie Rash (crash@wfsdallas.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAj0SfUgj3Xu1ibTvPs1fS-hHcoZoWZAu6

"S0811Childcare-policies-change8" History

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