

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 05-10, Change 1
Date:	July 21, 2010
Keyword:	Child Care
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Laurence M. Jones, Director, Workforce Development Division

Subject: **Parent Requirements for Child Care Attendance Automation—
Update**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on parent requirements for reporting attendance and absences using the Texas Workforce Commission's (Commission) Child Care ~~Automated~~ Attendance **Automation** (CCAA) tracking system, specifically:

- parent reporting procedures;
- secondary cardholders; and
- parent agreement.

This update:

- **informs Boards of the name change of the child care tracking system to “Child Care Attendance Automation,” which aligns with the name used in the request for offers;**
- **adds the requirement to sign CCAA parent agreement during eligibility redeterminations; and**
- **removes the effective date for parents to sign the CCAA parent agreement form.**

CHANGES TO WD LETTER 05-10:

New information in this WD Letter is indicated by:

- A ~~strike through~~ of the original language, which indicates that language has been deleted; and
- **Bold** typeface, which indicates new or clarifying language.

BACKGROUND:

As set forth in WD Letter 60-09, Change 1, issued July 21, 2010, and entitled “Notice to Child Care Providers regarding New Child Care Attendance

Automation System Responsibilities and Reporting Requirements—*Update*,” the Commission has begun implementation of the new child care attendance and reporting procedures using the CCAA tracking system.

PROCEDURES:

Parent Reporting Procedures

Boards must ensure that parents use the CCAA card (attendance card) to report attendance and absences:

NLF

- at a point of service machine; or
- through an Interactive Voice Response telephone system.

Boards also must ensure that parents are informed that their child care services can be terminated, and they can be held responsible for paying the provider for attendance and absences that are not reported using the attendance card.

NLF

Secondary Cardholders

Boards must ensure that parents:

NLF

- are informed that they can designate up to three individuals as secondary cardholders to report attendance and absences if a parent is occasionally unable to drop off or pick up the child at the child care facility;
- do not designate anyone under age 18 as a secondary cardholder, unless the individual is a parent of the child;
- do not designate the owner or director of the child care facility as a secondary cardholder; and
- are informed of their responsibility for:
 - misuse of the attendance card by secondary cardholders;
 - informing the secondary cardholders of the CCAA responsibilities for using the attendance card;
 - ensuring that any secondary cardholders comply with these responsibilities; and
 - ensuring the protection of attendance cards issued to them or a secondary cardholder.

Boards must ensure that parents are informed that child care services can be terminated if the parent or secondary cardholder gives the attendance card or the personal identification number to another person—including the child care provider.

NLF

Parent Agreement

To ensure that parents understand their attendance card responsibilities, Boards must ensure that parents sign a written acknowledgment at each of the following stages:

NLF

- Initial eligibility determination;
- Eligibility determination for cases in which there are gaps in the provision of child care services; **and**

- **Eligibility redeterminations for cases using CCAA during the CCAA implementation, in which the parent does not have a signed agreement in the case file.**

Boards may use Attachment 1, Parent Agreement for Use of the Child Care Automated Attendance Card, to obtain written acknowledgment of the parent’s agreement with the attendance card responsibilities. **LF**

Boards choosing to create a locally developed parent agreement must ensure that it contains all of the elements in Attachment 1, including the parent’s signature. **NLF**

Boards must ensure that a signed copy of the parent agreement is retained in the case file. **NLF**

~~Boards must ensure that parents sign a parent agreement no later than July 30, 2010.~~ **NLF**

INQUIRIES:

Direct inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENT:

Attachment 1: Parent Agreement for Use of the Child Care Attendance Automation Card

RESCISSIONS:

WD Letter 05-10

REFERENCE:

Texas Workforce Commission Child Care Services Rules: 40 TAC §809.115
 WD Letter 60-09, Change 1, issued July 21, 2010, and entitled “Notice to Child Care Providers regarding New Child Care Attendance Automation System Responsibilities and Reporting Requirements—*Update*”

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”