

# Workforce Solutions of Central Texas: Board Child Care Policies

## Chapter Three: Child Care Eligibility

## Section One: General Eligibility.

**Effective Date:** January 29, 2007; Update August 1, 2008; Update July 2010; Update eff. 10/1/10

**TWC Child Care Rules:** § 809.41. A Child's General Eligibility for Child Care Services.

**TWC Policy Issuances:** WD 44-0; WD 53-07; TA 166; WD 26-11

### GENERAL ELIGIBILITY.

CCS STAFF SHALL ENSURE THAT THE FOLLOWING GENERAL ELIGIBILITY REQUIREMENTS ARE MET:

#### PARENT ELIGIBILITY.

**Income Limits.** Family income must not exceed 85% of the state median income for a family of the same size. **Wages.** The contractor is prohibited from imposing a minimum wage requirement on a customer so long as they meet the broad eligibility requirement.

**Child Eligibility.** Children receiving child care services must be under 13 years of age.

- **Exception.** A child with disabilities must be under 19 years of age

**Participation Requirements.** Parents must require child care in order to work *or* attend a job training or educational program. **Minimum Participation Requirements:**

- 25 hours or more hours per week, if a single parent family; or
- 50 hours or more per week, if a two parent family. The combination of hours is up to the parents as long as the total combination is 50 hours per week.

**Residence Requirements.** The eligible child shall *reside with* the parent who receives the services, who must reside and show proof of residency in the Workforce Solutions of Central Texas service delivery area.

### ELIGIBILITY VERIFICATION.

**Verifying Identity.** CCS staff must verify the identity of each applicant for child care services.

**Social Security Number Verification Process: SSNs entered into The Workforce Information System of Texas (TWIST) for parents, household members, and children receiving At-Risk subsidized child care (i.e., care authorized under Commission Child Care Services rule §809.50) will be validated with SSA.**

The information will be verified electronically with SSA through a weekly batch process. SSA checks the SSNs and responds overnight. **Four items must match with SSA records:**

- SSN
- Name
- Date of Birth
- Gender

If all four data elements match, SSA confirms that the SSN is valid. If there are any discrepancies, SSA generates a report identifying them so that mismatches can be resolved. Mismatches occur for a

variety of reasons:

- Customer had a legal name change, e.g., a marriage or divorce.
- SSA has incorrect information on the customer's date of birth, gender, or spelling of name.
- Customer's SSN, name, date of birth, or gender was entered incorrectly into TWIST.
- Customer is using a falsified SSN.

TWC sends SSN mismatches will be sent to Boards using encryption software.

**Resolving Mismatches.** Boards must ensure that SSN data discrepancies (e.g., mismatched name, date of birth, or gender) are resolved by contacting the customer by telephone to determine the correct SSN or related data, as follows:

- If the customer cannot be reached by telephone, leave a message instructing the customer to call back within 48 hours regarding the SSN discrepancy;
- If the customer confirms the SSN in TWIST is correct, Board or Workforce Solutions Office staff:
- requests proof—via appropriate documentation as listed in Attachment 1 to this WD Letter—of the correct data (e.g., name, date of birth, or gender); and
- corrects the data in TWIST or advises the customer to make the corrections with SSA; or

If the customer states that the SSN in TWIST is not correct: the customer must provide proof showing the corrected SSN; and Board or Workforce Solutions Office staff enters the new SSN into TWIST. the child care contractor accepts documentation submitted by the customer provided within the 15-day termination notice period.

#### **Acceptable Documentation for Verifying Identity**

- U.S. Passport
- State driver's license with a photograph or other identifying information such as name, age, and gender
- Government-issued identification (ID) card with a photograph or other identifying information such as name, age, and gender
- School ID card with a photograph
- U.S. military card or draft record
- Birth certificate
- Hospital record of birth
- Military dependent's ID card
- Native American Tribal document
- U.S. Coast Guard Merchant Mariner ID card
- Certificate of Degree of Indian Blood or other U.S. American Indian/Alaskan Native and Tribal document with a photograph or other personal identifying information
- Adoption papers or records
- Employee ID with photograph
- Signed application for Medicaid—signature of an authorized representative acting on the individual's behalf is acceptable
- Health care admission statement
- Three or more corroborating documents (examples include, but are not limited to, marriage licenses, divorce decrees, or high school diplomas)
- Clinic, doctor, or hospital records for children under age 16
- School records, which can include nursery or day care records, for children under age 16

<b>EDUCATIONAL/TRAINING RELATED CHILD CARE SERVICES: TIME LIMITS.</b>	
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<b>EDUCATIONAL/TRAINING RELATED CHILD CARE SERVICES: TIME LIMITS.</b> (continued)	<p><b>Assessing Time Limits.</b> The contractor shall assess time limits from the date the customer begins receiving Board funded child care services.</p> <p><b>Exhaustion of Education/Training Related Services.</b> If education and training time limits have been met, the parent must then qualify for work related child care services in order to continue receiving care.</p> <p><b>Extension of Time-Limits.</b> Limits for education/training may be extended for those who are in training provided they have maintained a 2.0 grade point average. This will be done on a case by case basis with the approval of WSCTB staff.</p> <p><b>Note.</b> One year is defined as 12 months, Two years is defined as 24 months. Four years is defined as 48 months. Any partial month is counted as one month.</p>	

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<b>POLICIES FOR WORKING PARENTS.</b>		

<p><b>AUTHORIZING CHILD CARE HOUR RELATED TO PARENTAL WORK, SCHOOL OR TRAINING.</b></p>	<p>CCS must authorize child care hours reasonably related to the parent’s employment, and/or school or training participation hours plus the necessary travel time to and from the child care provider.</p> <p><b>Part-Day/Part Week Care.</b> CCS should seek to refer parents who need part-day or part-week child care to providers who offer part-day or part-week care.</p> <p><b>School-age Child Care.</b> Children who are enrolled for after-school care may attend full-time during the holidays, teacher conference and vacations, including the summer months if the care has been authorized on the eligibility form. In these instances, the Child Care Contractor pays the full day rate for services rendered.</p>
<p><b>UNITS OF SERVICE.</b></p>	<p>CCS must base decisions to authorize full-day or part-day units of services on the needs of each individual family. This decision is made with consideration for the work and travel to the provider of eligible families.</p> <p><b>One Unit of Service.</b> One-unit of services is 6 to 12 hours per day. Children may not be enrolled for more than 1 unit of care per day (24 Hours) without a Board waiver.</p> <p><b>One (1) and ½ Units of Service.</b> Certain types of work, such as shift-work require more than one (1) unit of service. CCS may authorize 1 ½ units (up to 17 hours per day) if the customer’s work situation makes this necessary, and with a Board waiver.</p>

<p><b>UNITS OF SERVICE.</b> (continued)</p>	<p><b>Documentation.</b> CCS must provide documentation with the waiver (from the customer’s employer) documenting the need for the additional ½ unit.</p> <ul style="list-style-type: none"> <li>• If Child Care Contractors use Board funds to purchase a part day of care (less than 6 hours), a parent may expect to utilize the facility for up to 6 hours.</li> <li>• If the Child Care Contractor uses Board funds to purchase a full day of care (more than 6 but no more than 12 Hours), a parent may expect to utilize the facility for up to 12 hours.</li> </ul>
<p><b>CALCULATING PARTICIPATION HOURS.</b></p>	<p>In order to determine the unit of service:</p> <p><b>For parents who are working:</b></p> <ul style="list-style-type: none"> <li>• Count documented work hours.</li> </ul> <p><b>For parents who are in training:</b></p> <ul style="list-style-type: none"> <li>• Count 3 hours of participation for each credit hour enrolled.</li> </ul> <p><b>In addition count:</b></p>

	<ul style="list-style-type: none"> <li>• Up to ½ hour each way for travel to and from the child care setting;</li> <li>• Up to ½ hour each day per class for study time; and</li> <li>• Care may also be provided to cover time for parents to sleep (for parent who work night shifts). <ul style="list-style-type: none"> <li>○ Child Care may not be provided for both work and sleep time or work and study time unless the time does not exceed the 12 hours or less than 6 hour time frame.</li> </ul> </li> </ul> <p><b>Authorizing Partial Units of Child Care Services.</b></p> <p><b>Part-Day Child Care.</b> Part-day child care is child care scheduled during a regular part of each work day. Before/after-school child care is generally part-day child care because it occurs for a few hours every day before and after school. Morning or afternoon care that is less than six hours per day is part-day child care.</p> <p><b>Part-week Child Care.</b> Part-week child care is child care scheduled full days on identified days of the week, such as Tuesday/Thursday care or Monday/Wednesday/Friday care (3 days of week or less)</p> <p><b>Authorizing Part-day or Part-week Child Care.</b> CCS may authorize part-day or part-week child care.</p> <p><b>Child Care Provider Choice for Part-day or Part-week Care.</b> The Board does not require that Child Care Providers offer part-day or part-week child care, but should encourage them to do so if that is what the parent requires. Child Care Providers who offer only full-day care may offer spaces only to children needing full-time care. The Child Care Contractor is not obligated to make part-day referrals to Child Care providers who do not offer part-day</p>
<b>LATE FEES.</b>	<p>Child Care Providers must not charge a late fee:</p> <ul style="list-style-type: none"> <li>• Part day care; unless the child is in attendance for more than 6 hours, or past the closing time for the facility.</li> <li>• Full-day care; unless the child is in attendance for more than 12 hours, or past the closing time for the facility.</li> <li>• Child Care Providers may not use the parent’s work, school or training hours to determine how long the child may remain at the facility without being charged a late fee.</li> </ul>

<p><b>GENERAL ELIGIBILITY.</b></p> <p><b>EMPLOYMENT AND EMPLOYMENT VERIFICATION.</b></p>	<p><b>EMPLOYMENT VERIFICATION.</b></p> <p>CCS shall verify a customer’s employment participation. The following forms of documentation will be accepted as verification of employment participation hours and wages:</p> <ul style="list-style-type: none"> <li>• Pay check stubs;</li> <li>• Time cards, time sheets, or attendance sheets, which can be electronically generated or signed by the employer or the employer’s designated representative (e.g., a supervisor);</li> <li>• Signed letters from the employer or the employer’s designated representative certifying the participant’s hours; and/or</li> <li>• Online documentation services, such as TALX, The Work Number, etc.</li> </ul> <p><b>SELF-EMPLOYED PARENTS.</b></p> <p>Self-employed parents must provide the contractor with sufficient documentation to verify eligibility. Self-attestation by the parent does not constitute verifiable documentation. The Board accepts the following forms of documentation as verification of self-employment income:</p> <ul style="list-style-type: none"> <li>• Quarterly tax filings;</li> <li>• Invoices;</li> <li>• Receipts; and</li> <li>• Copies of checks for payment.</li> <li>• Signed year-to-date profit and loss statements for each business owned;</li> <li>• Business ledgers, records, receipts, check receipts, and business statements;</li> <li>• Customer contracts or work orders; or</li> <li>• Calendar of work appointments and money earned through these appointments.</li> </ul> <p>CCS staff must inform parents orally and in writing to keep self-employment records and receipts for verification purposes in future recertifications.</p> <p><b>Calculating Work Hours.</b> Because self-employed individuals may not be able to provide verifiable documentation of work hours, the contractor shall apply the federal minimum wage to self-employed income in order to calculate a self-employed individual’s work hours. The individual’s net self-employment income (gross self-employment wages minus business expenses) is divided by the federal minimum wage to determine the number of hours worked.</p> <p><b>SPECIAL PROJECTS.</b> Reduction of Work Hours Below the Boards Limit. Work hours may be reduced to a minimum of 20 hours if the customer provides documentation by the employer that their work hours were reduced by the employer and verified by Workforce Solutions staff.</p> <ul style="list-style-type: none"> <li>• Written documentation from the employer will be considered verification.</li> <li>• Documentation must be kept in the customers file.</li> <li>• This policy does not pertain to school or training activities.</li> <li>• This provision is allowed only with Board approval; and subject to the time-frames of the Special Project</li> </ul> <p><b>JOB SEARCH.</b> An enrolled child may be eligible for child care services for four weeks within a federal fiscal year in order for the child's parent to search for work because of interruptions in the parent's employment. Job search requirements apply to any source of TWC funding.</p>
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<p><b>GENERAL ELIGIBILITY.</b></p> <p><b>EDUCATION AND TRAINING VERIFICATION.</b></p>	<p><b>EDUCATION/TRAINING VERIFICATION.</b> Evidence of enrollment which meets the Board’s participation requirements must be presented at initial eligibility determination, recertification/ each semester of participation.</p> <ul style="list-style-type: none"> <li>• <b>Documentation of Successful Completion of Coursework.</b> The parent must provide the Workforce Specialist with a copy of his/her grades within 30 days of the end of each semester for which child care services were provided by the Board, showing successful completion of coursework.</li> <li>• <b>Contractor Tracking Requirement.</b> The child care contractor must track the total amount of education/training time. Refer to the current year Board Plan for criteria relating to associates degree programs in high-demand occupations.</li> <li>• <b>Job Search.</b> Job search is not available to customers who have been receiving education/training related child care services.</li> </ul> <p><b>TIME LIMITS.</b> TWC requires Boards to identify time limits related to child care services for education and training participation as follows:</p> <p><b>High-Demand Occupations.</b></p> <ul style="list-style-type: none"> <li>○ <b>Associates Degree Programs.</b> If the parent is enrolled in an associate's degree program that will prepare him/her for a job in a high-growth, high-demand occupation <i>as determined by the Board</i>, he/she is eligible for child care services for up to four years,</li> <li>○ <b>Bachelors Degree Programs.</b> If the parent is enrolled in an associate's degree program that will prepare him/her for a job in a high-growth, high-demand occupation <i>as determined by the Board</i>, he/she may receive child care for up to four (4) years or until achieving a Bachelors degree or six (6) years if the customer is a part-time student, whichever comes first.</li> </ul> <p><b>Non-High Demand Degree or Technical Programs.</b> Parents may receive child care services for up to two (2) years or until they received an Associates degree, a Bachelors Degree, a training certificate, or a license, whichever comes first.</p> <p><b>GED.</b> A parent may have up to one year* (total enrollment time) to obtain a GED. The child care contractor must track the enrollment time and also must have documentation that the parent is actually in the process of obtaining a GED. <i>On-line GED courses are not allowed.</i></p>
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