



POLICY

CATEGORY: Workforce Programs - Childcare **No: 4.3.102.04**
TITLE: Assessing and Collecting Parent Share of Cost
SUPERSEDES: 4.3.102.03
EFFECTIVE: August 23, 2013
BOARD APPROVAL: August 22, 2013

I. PURPOSE:

To establish a fee scale for child care services and describe any additional factors to determine each family's contribution to the cost of child care

II. DEFINITIONS:

Child Care - Child care services provided by the Board to assist qualified parents who are either working or participating in educational or training activities in accordance with state and federal statutes and regulations.

Contractor - The grant recipient of the funds to implement Child Care Services within the area.

Commission- The Texas Workforce Commission

Parent – An individual responsible for the care and supervision of a child and is identified as the child's natural parent, adoptive parent, stepparent, legal guardian, or person standing in loco parentis.

Provider- A person or entity that meets the minimum qualifications as set forth by Board policy for providing child care funded through the Commission.

Self-Arranged Relative Provider - A person or entity that meets the minimum qualifications for providing self-arranged relative child care as set forth by Board Policy

III. POLICY STATEMENT:

Assessing Parents Share of Cost (PSC)

The parent's share of costs for Child Care will be determined utilizing a sliding fee scale that is based on the family's size, gross monthly income, number of children in care, and any extenuating circumstances. The sliding fee scale represents a percentage of the parent's state median income (SMI). Refer to Parent's Share of Cost table. The Workforce Solutions of the Coastal Bend Board shall review the Parent Share of Cost fee(s) at a minimum biannually.

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Families with seven or more members and families with all children attending school will be assessed a fee of 65% of the appropriate parent share of cost.

Exemptions

Parents who are one or more of the following are exempt from paying the parent's share of cost:

- Parents who are participating in Choices;
- Parents who are participating in the Supplemental Employment and Training (SNAP E&T) services; or
- Parents who have children who are receiving protective services child care pursuant to §809.49 and §809.54(c)(1), unless the Texas Department of Family and Protective Services (DFPS) assesses the parent share of cost.

Reduction in Parent Share of Cost

Choices/TANF and SNAP E&T programs may receive a reduction in the parent share of cost based on family need and risk of returning to public assistance.

The reduction in the PSC to assist the family while transitioning off benefits to self-sufficiency may be determined by a percent of the PSC. Customers may be eligible for a reduction of PSC based on the availability of funds. Reductions may be considered at a set amount or a graduated percent of the parent share of cost up to 6 months.

Parent share of cost (PSC) fee(s) will be assessed at 100% of the household income for participants in the above mentioned Workforce support services programs effective the first month of the recertification period for child care services.

Collection of Fees

Providers will collect assessed parent's share of cost and subsidies before child care is delivered.

It is the sole responsibility of the provider to collect assessed parent's share of cost and subsidies.

IV. PROCEDURES:

V. RELATED POLICY INFORMATION:

40 TAC §809.46, §809.72(5), §809.76, §809.271-273

Texas Workforce Commission Child Care Services Rules 40 TAC §809.19(a)(2) and (d), §809.2, §809.46

Texas Government Code §2308.263, §2308.252

Workforce Solutions of the Coastal Bend Child Care Standard Operating Procedures

VI. RESPONSIBILITIES:

The Contract Manager shall ensure that all relevant staff and the Child Care Management contractor are informed of and comply with this policy.

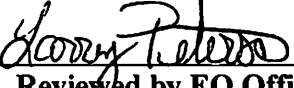
The Child Care Management contractor shall ensure that appropriate procedures are implemented and that relevant staff receive training regarding the requirements of this policy.

VII. FORMS AND INSTRUCTIONS:

Workforce Solutions of the Coastal Bend Child Care Services Manual
TWC WD Letter 34-08, dtd 08/26/2008

VIII. DISTRIBUTION: Board Board Staff Contracted Staff

IX. SIGNATURES:



Reviewed by EO Officer

9/17/13

Date



Pres/CEO

Date