



POLICY

CATEGORY:	Workforce Programs - Childcare	No: 4.3.109.01
SUBJECT:	Eligible Child Care Providers	
SUPERSEDES:	4.3.109.00, dated October 25, 2007	
EFFECTIVE:	October 28, 2011	
BOARD APPROVAL:	October 27, 2011	
DATE OF LAST REVIEW:	October 11, 2011	

I. PURPOSE:

To identify child care providers eligible to participate in the Workforce Solutions Child Care program.

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.

Texas Rising Star - A voluntary state certification program that child care providers, who have a provider agreement, may choose to obtain. This certification criterion exceeds the state's Department of Family and Protective Services Child Care Licensing Minimum Standards. The higher quality of child care service is attained by meeting criteria such as higher education levels for staff, lower numbers of children for each caregiver, and established curriculum.

Parent - An individual responsible for the care and supervision of the child identified as the child's natural parent, adoptive parent, stepparent, or legal guardian.

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

Type of Child Care provider - a licensed center or home, registered home, and relative care.

III. POLICY STATEMENT:

Only those child care providers who adhere to the applicable registration and licensing requirements of their regulatory agency(ies) shall be eligible to provide services within the Workforce Solutions Child Care program.

The provider agrees to use the established attendance system for parents to report attendance.

- The provider must contact the child care contractor when an enrolled child has not attended the first three days of scheduled care.
- The provider must contact the child care contractor regarding the child's absence no later than the third day of scheduled attendance.
- The provider agrees to review the established attendance system attendance & absence reports, at a minimum, every three calendar days.
- Provider agrees to not be reimbursed by Workforce Solutions for child care services if a parent fails to report attendances or absences in the established attendance system, *unless* the provider contacts the child care contractor within three calendar days of the incident.
- When not reimbursed by Workforce Solutions, the provider may collect reimbursement from parents who fail to accurately report attendance or absences using the established attendance system

The provider will adhere to the established attendance system security requirements and penalties.

Providers agree that no employee of the child care facility will:

- Possess a parent's or secondary cardholder's established attendance system card,
- Accept or use a parent's or secondary cardholder's established attendance system card or personal identification numbers (PINs) and,
- Perform the attendance/absence reporting function on behalf of a parent.
Provider agrees that the owner or director of the child care facility will not be designated as the secondary card holder by a parent with a child enrolled at the facility.

The provider must report misuse of the established attendance system cards and PINs to the Workforce Solutions of the Coastal Bend Board or to the child care contractor. Provider agrees to comply with the security requirements of the established attendance system and is aware that failure to do so will warrant corrective or adverse actions.

With the exception of listed relative homes, listed family homes shall not be included as eligible providers.

IV. PROCEDURES:

NA

V. RELATED POLICY INFORMATION:

US Health and Human Services, Child Care and Development Fund, 45 CFR Chapter 98

Texas Government Code §2308.264(e)(4)

40 TAC §800.58

40TAC§809

Texas Workforce Commission Letter WD 16-07, dtd 02/23/2007

Texas Workforce Commission Letter WD 40-07, Change 1, dtd 06/22/2007

VI. RESPONSIBILITIES:

POLICY TITLE: Eligible Child Care Providers
POLICY NUMBER: 4.3.109.01

DATE: 10/25/2007
UPDATED: 10/11/2011

The contract manager shall ensure that all relevant staff and the Contractor are informed of and comply with this policy.

VII. FORMS AND INSTRUCTIONS:

VIII. DISTRIBUTION:

Board Board Staff Contracted Staff

IX. SIGNATURES:

Reviewed by EO Officer

Date

Pres/CEO

Date