



WS 18-04 Change 10
Release Date: May 1, 2024
Effective Date: Immediately
Child Care, Financial Aid
Expires: Continuing

To: All Service Providers

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Subject: WS 18-04 Managing Financial Aid – Child Care Standards and Guidelines

Purpose

Update the standards and guidelines for authorizing, delivering, supporting, and ending financial aid for early education/child care.

Recission

WS 18-04 Managing Financial Aid – Child Care Standards and Guidelines Change 9 issued April 17, 2023

Background

Workforce Solutions provides child care scholarships for parents and caretakers who are working, looking for work, and/or going to school. We understand finding quality, affordable child care can be challenging so we collaborate with organizations in the Gulf Coast region to educate parents about the availability of quality care, enhance children’s early learning, and ensure access to child care services is available for families who qualify.

Workforce Solutions has established guidelines for the provision of child care services.

Policy

Workforce Solutions staff must follow the child care standards and guidelines when working with customers interested in child care services. The standards provide guidance for:

- The general management of child care services;

- Eligibility criteria for families to qualify;
- The appeal process for families who disagree with our decisions;
- How we pay providers; and
- How we detect and report fraud, waste and abuse.

Action

1. All staff must be aware of the updated information included in the [Child Care Standards and Guidelines](#) and know how to assist a customer interested in financial aid for child care.
2. Service provider management must ensure that they train and equip staff at the Financial Aid Support Center on how to properly determine and document eligibility for customers applying for Workforce Solutions child care financial aid.
3. Service provider senior management are responsible for actively monitoring and ensuring staff follow the child care standards and guidelines.

References

- [Texas Workforce Commission Chapter 809 Child Care Services Rule](#)
- [Texas Workforce Commission Child Care Services Guide](#)
- [WD 13-21, Change 2 Initial Job Search Child Care – Update](#)

Attachments

- [Child Care Standards and Guidelines](#)

Questions

Staff should first ask questions of their managers or supervisors. Direct questions to Board staff through workforcepolicy@wrksolutions.net.