1. To establish a Job Search Program Detail (PD), staff will update information on the Family Tab in The Workforce Information System of Texas (TWIST) 'Reason for Care' as '1- Employment' and by choosing 'blank' in the 'Child Care Referred by' field:

| cure ner | chica by h | ciu. | | | | _ | | | |
|--------------------------------------|--|--|------------------|------------------|---|--------|---------------------------------|---|---------------------------|
| Identity Contacts C | Characteristics | Education | Military Emplo | yment History | Public Assistance | Family | ncome | Employmen | t Status 🛛 🗍 |
| Dep Repayment Primary Language | Family Status: Marital Status: endent Under 18: Schedule Status: Spoken at Home: | 1 - Parent in O 1 - Single 1 Numb 1 - English | ne-Parent Family | Number in Fa | Head of Household Non-Custodial Parent mily (Child Care): 2 | ✓ Tota | I Family Ass | ets Do Not Ex | ceed \$1 Million |
| Child I To <mark>a</mark> l We | Reason for Lare: Care Referred By: ekly Work Hours | 1 - Employmer | | Special Project: | ^ | - | Eligibility SI Eligibility E | aditional Hour tart Date: 00/ ind Date: 00/ | s '00/0000 '00/0000 |
| Preferre d Chilo | d Care Zip Codes: | 1 - Choices 2 - TANF Appl | icant | | | | | | |
| Household Depende | ents | 4 - SNAP E&T | 11 | | ¥ | | | | |
| Add to Waitlist | atenu i urge Di | RC | | | | | | | |
| Delete Relationship | SSN | First Na | me MI | Last Nam | ne DOB | Age | Child Care Required | CCAA Child Number | Date Added to Waitlist |
| 🔲 3 - Child | · · · S | quidward | | Squarepants | 02/01/202 | 20 1 | 1 | 1 | 00/00/0000 |
| | | | | | | | | | |

Next, staff choose '12-Job Search' from the 'Special Projects' drop-down menu:

| Identity Contacts Characteristics | Education Military | Emplo | yment History Public A | ssistance | Family | Income | Employmer | nt Status |
|---|---|-------|---|--|--------|---|---|--|
| Family Status: Marital Status: Dependent Under 18: Repayment Schedule Status: Primary Language Spoken at Home: Reason for Care: Child Care Referred By: Total Weekly Work Hours: Preferred Child Care Zip Codes: Household Dependents Add to Waitlist Extend Purge Date | 1 - Parent in One-Parent F. 1 - Single 1 Number in Family: 1 - English 1 - Employment 0 Total School te | amily | Head of Non-Custoo Number in Family (Child Special Project: Second | ousehold dial Parent Care): 2 // / / / / / / / / / / / / / / / / / | V Tota | IFamily Assi ☐ Non-Tr Eligibility St Eligibility E | aditional Hou aditional Hou ant Date: 00 nd Date: 00 | xceed \$1 Millio rs /00/0000 /00/0000 |
| Delete Relationship SSN | First Name | М | Last Name | DOB | Age | Child Care Required | CCAA Child Number | Date Added to Waitlist |
| 3 · Child · · S | quidward | | Squarepants | 02/01/2020 | 1 | 1 | 1 | 00/00/0000 |

Note: Staff will need to save their progress as they move along the process of creating the new program detail.

The screen will look like this when the correct options are selected:

| Customer SSN: - Name: Spongbob Squarepants | |
|--|--|
| Billi Date. 01/03/1330 Pilotte. (312) 420-3333 EAL 19931 ID. 18700004 | |
| Identity Contacts Characteristics Education Military Employment History Public Assistance | Family Income Employment Status Disk |
| Family Status: 1 · Parent in One-Parent Family Image: Comparent Family Marital Status: 1 · Single Image: Comparent Family Dependent Under 18: 1 Number in Family: 2 Repayment Schedule Status: 1 Number in Family: 2 | ✓ Total Family Assets Do Not Exceed \$1 Million |
| Primary Language Spoken at Home: 1 - English Reason for Care: 1 - Employment Child Care Referred By: Special Project: 12 - Job Search Total Weekly Work Hours: 0 Total School/Train Hours: 0 | Non-Traditional Hours Elipibility Start Date: 00/00/0000 E gibility End Date: 00/00/0000 |
| Preferred Child Care Zip Codes: | |
| Household Dependents Add to Waitlist Extend Purge Date | |
| Delete Relationship SSN First Name MI Last Name DOB | Age Child Care CCAA Child Date Added ` Required Number to Waitlist |
| 3 - Child Squidward Squarepants 02/01/202 | 0 1 1 1 00/00/0000 |
| | |

Note: Staff should verifiy that zero income is located in the Income Tab before creating the PD.

2. To create the PD, staff navigate over to the Program Detail in Menu Selections and right click to add a new PD:

| SSN: | SSN: | Name: Spor | ngbob Squar | repants | | | | | |
|--|------------------------|---------------------|--------------------------------|--------------------|--------------|-------------------------------|---------------------------|--|--|
| Last: | Birth Date: 01/09/1990 | Phone: (512 |) 426-5555 | Ext: | | TWIST ID: 18708 | 664 | | |
| First: | Program | Application Date | Initial Appointment Date | Petition Number | Exit Date | Initial Enrollment Date | Eligibility Start Date | | |
| Advanced Search | Child Care | 00/00/0000 | 00/00/0000 | | 00/00/0000 | 00/00/0000 | 05/31/20 | | |
| Menu Selections | | | | | | | | | |
| Change SSN TANF History SNAP E&T History Customer Calenda | | | Cut Copy | | | | | | |
| Performance Data Common Measure Delete Customer | | | Paste Select All | I | _ | | | | |
| • | < | | Insert | | | | > | | |
| | | | Add | | | | | | |
| | | | Delete | | | | | | |

3. When the next screen appears, staff select '16-Child Care' from the 'Program Type Cd' drop-down menu and click 'ok':

| Program | Application Date | Initial Appointment Date | Petition Number | Exit Date | Initial Enrollment Date | Eligibility Start Date | | |
|----------|---------------------|--------------------------------|----------------------|---------------------------------------|-------------------------------|---------------------------|--|---|
| ild Care | 00/00/0000 | 00/00/0000 | | 00/00/0000 | 00/00/0000 | 02/15/20 | | |
| ild Care | 00/00/0000 | 00/00/0000 | | 00/00/0000 | 00/00/0000 | 04/11/20 | | |
| ild Care | 00/00/0000 | 00/00/0000 | | 00/00/0000 | 00/00/0000 | 04/11/20 | | |
| ild Care | 00/00/0000 | 00/00/0000 | | 00/00/0000 | 00/00/0000 | 04/11/20 | | |
| ild Care | 00/00/0000 | 00/00/0000 | | 00/00/0000 | 00/00/0000 | 04/11/20 | | |
| ild Care | 00/00/0000 | 00/00/0000 | | 00/00/0000 | 00/00/0000 | 04/11/20 | | |
| | | | Program ⁻ | Гуре Сd: 11 - E 12 - R Х - Р | S NO IRA | | Office 3: 9090 · Cedar Park CCS office | |
| | | | | 16 - C | child Care | | v aron, Dori | - |
| | | | | | | | | |

Next step is to select 'Extended Year Exemption' and choose 'Yes' from the drop-down menu and click 'ok':

| Program Type Cd: 16 | Child Care | • Oth | ce 3: 9090 - Cedar I | Park CCS office | |
|------------------------|------------------|----------|-----------------------|-----------------|---|
| Disability Exemption | on | 💌 Offi | ce 4: | | |
| Low Income Childcar | el | Dff | ce 5: | | |
| Extended Year Exemptio | on 1 - Yes | • | aff : | | |
| (Low Income Childcar | e) ^{1,} | ······ | , | , | - |
| | | | | | |
| | | _ | | | |

This will create the PD. The system will automatically default to 12 months so staff must change the end date manually. Staff must choose the correct eligibility end date based on the three months of child care allowed for initial job search:

| WDA: [15 - Rural Capital An | ea WDB 🚬 | | | | | | |
|--|---|-------------------------------|-------------------|--------------------|-------|-----------------|--------------------|
| Customer Search | Customer | | | | | 1 | |
| SSN: | SSN: | Name: Spongbob Square | pants | | | | |
| Last: | Birth Date: 01/09/1990 | Phone: (512) 426-5555 | Ext: | TWIST ID: 1870 | 08664 | | |
| First: | Program Summary | Eligibility Sum | maru | Eligibility Detail | | Characteristics | Employment History |
| TWIST ID | | | | | | | |
| Advanced Search | Eligibility Start Date: Eligibility Characteristics: | 05/31/2021 10 - Low Income | Eligibility End D | ate: 08/31/2021 | 1 | | |
| Menu Selections | Terminate Eligibility Period | Termination Date | T | ermination Reason | | _ | |
| Program Detail Program Detail Child Care Assessment | | | | | | | |
| Service Tracking Service Tracking Counselor Notes Change SSN SNAP E&T History SNAP E&T History Customer Calenda Performance Data | Office 3: 9090 - Cedar Par Office 4: Office 5: | | | | | | |
| Common Measure | | Address | City | State Zip | > | County | _ |
| Delete Customer | Mailing 1234 | Main Street | Round Rock | TX 💌 78681 | 491 - | WILLIAMSON | = |
| | Residence (Same) 1234 | Main Street | Round Rock | TX 💌 78681 | 491 - | WILLIAMSON | _ |
| < > | K | | | | | | > |
| | | | | | | | |

Note: When saving a PD for less than 12 months, a warning edit will appear notifying staff and staff will choose 'Ignore and Save' to proceed.

- 4. Staff enter the child care referral information on the 'Referral' tab based on child care provider selection.
- 5. Staff navigate to 'Share of Cost' tab and verify that authorized Parent Share of Cost (PSOC) amount displayed is zero. The amount that was initially assessed based on the Board's Income table (highest amount for family size and children in care) should be clearly explained in a TWIST Counselor Note and also communicated to the family:

| Program Summary | Eligibility Summary | Eligibility Detail | Characteristics | Employment History | Education | Family | Income | Referral | Share of Cost |
|--------------------------|--|------------------------------|--------------------|--------------------|-----------|--------|--------|----------|---------------|
| Parent Share of Cost | | | | | | | | | |
| Copy System Calculation | ns Syst Authori | er <u>\$0 \$0</u> \$0 \$0 | \$U \$U \$0 \$0 | | | | | | |
| Provider Name | WDA | May 21 Jun 21 J | ul 21 Aug 21 | | | | | | |
| System Round Rock Mo | ntessori Schoo 15 - Rural Capital Area V | 1 \$0 \$0 | \$0 \$0 | | | | | | |
| Authorized Round Rock Mo | ntessori Schoo 15 - Rural Capital Area V | 7 0 8 \$0 \$0 \$0 | \$0 \$ | J | | | | | |
| ¢ | | | | > | | | | | |
| Subsidu | | | | | | | | | |
| Subsidy Provid | ler Subsidy A | umount Start Date | End Date | | | | | | |