



2415 South Austin Ave, Ste. 105
Denison, TX 75020
(903)463-9997 / (888)813-1992
903-465-8680 or 903-463-3073 fax
childcare@workforcesolutionstexoma.com

Atencion:

Para obtener esta u otras formas on Espanol,
favor the llamar a esta oficina al

(903)463-9997 / (888)813-1992

Child Care Application Check Sheet

This form is provided to assist you in completing the child care application process. The list of documents and information below is required in order to determine that you are eligible to begin receiving child care assistance. If more than one for of the same document is requested for you and your significant other, you may print additional forms at our website or feel free to make copies. If you have any questions about the documents or information listed below, please feel free to contact our office at:

Telephone: 903-463-9997 or 1-888-813-1992

Email: childcare@workforcesolutionstexoma.com

All documents must be completed in ink with no White-Out used for corrections

- Child Care Assistance Eligibility Certification Form (Form #2050)**- all information must be completed on this document or it will be returned as incomplete

If you or your significant other are working...

- Work Schedule Verification Form (Form # 2060)**- this form must be completed by Your Employer. If you are married or have a significant other in your household, you will need to submit this form for both you and your significant other.
- 4 pay stubs or Employer Letter (if new job or paid in cash)**- must be provided for your employment and your significant other's employment.

If you or your significant other are in training...

- School/Training Verification Form (Form #2070)**- this form must be completed by Your School or Training Institution. If you are married or have a significant other in your household, you will need to submit this form for both you and your significant other.
- Class Schedule**- must be provided for your training and your significant other's training
- Verification of Paternity and Child Support or Informal Child Support Form**
- Citizenship and Age verification documents**
- Customer Child Care Information Sheet**
- Parent's Rights and Responsibilities- Child Care Assistance Certificate (completed online)**
- Parent Acknowledgement of Rights and Responsibilities Form**

Once you have check all the documents listed above you are ready to submit your child care application to Workforce Solutions Texoma.



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Child Care Assistance Waitlist Application Form

Note: You must complete the information requested; failure to do so will delay your determination for eligibility and assistance may be discontinued or denied.

Parent or Caretaker Information

Last Name First Name MI SSN -- -- Sex: Female Male

Date of Birth: / / Marital Status: Single Married Separated Divorced Widowed

Ethnicity: Hispanic or Latino? Yes No Race: Caucasian African-American American Indian or Alaskan Native

Are you a veteran or spouse of a veteran? Yes No Native Hawaiian or Other Pacific Islander Unknown

Are you a teen parent? Yes No → If yes, are you currently working on your High School diploma or working toward your GED? Yes No

Are you currently receiving or have received any type of assistance or services through Child Protective Services (CPS)? Yes No

Are you a current or former foster care youth and currently under the age of 23? Yes No

Physical Address Apt. # City/State/Zip

Mailing Address (if different than above) Apt. # City/State/Zip

Home/ Contact Phone Cell Phone Email Address

Employer Information

Employer:

Address:

City/State/Zip:

Work Phone:

Hours Working per Week: Wage per hour:

School/Training Information or Employer Info (if working a 2nd job fill out the same information as on the left; hours per week, wage per hour, etc)

School/Employer:

Address:

City/State/Zip/Phone:

Hours Enrolled: Date of Enrollment:

Training/Certification Degree you are pursuing:

Spouse or Significant Other Info (ONLY if living in the same household)

Last Name First Name MI SSN -- -- Sex: Female Male

Date of Birth: / / Marital Status: Single Married Separated Divorced Widowed

Ethnicity: Hispanic or Latino? Yes No Race: Caucasian African-American American Indian or Alaskan Native

Are you a veteran? Yes No Native Hawaiian or Other Pacific Islander Unknown

Employer Information

Employer:

Address:

City/State/Zip:

Work Phone:

Hours Working per Week: Wage Per Hour:

School/Training Information or Employer Info (if working a 2nd job fill out the same information as on the left; hours per week, wage per hour, etc)

School:

Address:

City/State/Zip:

Hours Enrolled: Date of Enrollment:

Training/Certification Degree you are pursuing:



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Child Care Assistance Waitlist Application Form

Note: You must complete the information requested; failure to do so will delay your determination for eligibility and assistance may be discontinued or denied.

Information Regarding Each Child Needing Care (children over 13 years of age are typically not eligible for assistance):

1. Last Name First Name MI SSN -- -- Sex: Female Male

Date of Birth: / /	Relationship to Parent/Caretaker: <input type="radio"/> Son/daughter <input type="radio"/> Niece/Nephew <input type="radio"/> Other <small>If relationship is not son or daughter, do you have legal custody or proof of custody for this child? <input type="radio"/> Yes <input type="radio"/> No</small>		
Ethnicity: Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No	Race: <input type="radio"/> Caucasian <input type="radio"/> African-American <input type="radio"/> Native American/Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Unknown		
Does this child have a disability? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, please list disability:</small>	Type of care needed: <input type="radio"/> Full day or <input type="radio"/> Before & After School/School age		
Do you receive child support for this child? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, how much per month? _____ → Name of non-custodial parent: _____</small>			
Is this child attending school? <input type="radio"/> Yes <input type="radio"/> No → If no, when will the child start? _____			

2. Last Name First Name MI SSN -- -- Sex: Female Male

Date of Birth: / /	Relationship to Parent/Caretaker: <input type="radio"/> Son/daughter <input type="radio"/> Niece/Nephew <input type="radio"/> Other <small>If relationship is not son or daughter, do you have legal custody or proof of custody for this child? <input type="radio"/> Yes <input type="radio"/> No</small>		
Ethnicity: Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No	Race: <input type="radio"/> Caucasian <input type="radio"/> African-American <input type="radio"/> Native American/Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Unknown		
Does this child have a disability? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, please list disability:</small>	Type of care needed: <input type="radio"/> Full day or <input type="radio"/> Before & After School/School age		
Do you receive child support for this child? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, how much per month? _____ → Name of non-custodial parent: _____</small>			
Is this child attending school? <input type="radio"/> Yes <input type="radio"/> No → If no, when will the child start? _____			

3. Last Name First Name MI SSN -- -- Sex: Female Male

Date of Birth: / /	Relationship to Parent/Caretaker: <input type="radio"/> Son/daughter <input type="radio"/> Niece/Nephew <input type="radio"/> Other <small>If relationship is not son or daughter, do you have legal custody or proof of custody for this child? <input type="radio"/> Yes <input type="radio"/> No</small>		
Ethnicity: Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No	Race: <input type="radio"/> Caucasian <input type="radio"/> African-American <input type="radio"/> Native American/Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Unknown		
Does this child have a disability? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, please list disability:</small>	Type of care needed: <input type="radio"/> Full day or <input type="radio"/> Before & After School/School age		
Do you receive child support for this child? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, how much per month? _____ → Name of non-custodial parent: _____</small>			
Is this child attending school? <input type="radio"/> Yes <input type="radio"/> No → If no, when will the child start? _____			

4. Last Name First Name MI SSN -- -- Sex: Female Male

Date of Birth: / /	Relationship to Parent/Caretaker: <input type="radio"/> Son/daughter <input type="radio"/> Niece/Nephew <input type="radio"/> Other <small>If relationship is not son or daughter, do you have legal custody or proof of custody for this child? <input type="radio"/> Yes <input type="radio"/> No</small>		
Ethnicity: Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No	Race: <input type="radio"/> Caucasian <input type="radio"/> African-American <input type="radio"/> Native American/Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Unknown		
Does this child have a disability? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, please list disability:</small>	Type of care needed: <input type="radio"/> Full day or <input type="radio"/> Before & After School/School age		
Do you receive child support for this child? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, how much per month? _____ → Name of non-custodial parent: _____</small>			
Is this child attending school? <input type="radio"/> Yes <input type="radio"/> No → If no, when will the child start? _____			

5. Last Name First Name MI SSN -- -- Sex: Female Male

Date of Birth: / /	Relationship to Parent/Caretaker: <input type="radio"/> Son/daughter <input type="radio"/> Niece/Nephew <input type="radio"/> Other <small>If relationship is not son or daughter, do you have legal custody or proof of custody for this child? <input type="radio"/> Yes <input type="radio"/> No</small>		
Ethnicity: Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No	Race: <input type="radio"/> Caucasian <input type="radio"/> African-American <input type="radio"/> Native American/Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Unknown		
Does this child have a disability? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, please list disability:</small>	Type of care needed: <input type="radio"/> Full day or <input type="radio"/> Before & After School/School age		
Do you receive child support for this child? <input type="radio"/> Yes <input type="radio"/> No <small>If yes, how much per month? _____ → Name of non-custodial parent: _____</small>			
Is this child attending school? <input type="radio"/> Yes <input type="radio"/> No → If no, when will the child start? _____			



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Child Care Assistance Waitlist Application Form

Note: You must complete the information requested; failure to do so will delay your determination for eligibility and assistance may be discontinued or denied.

Information on Other Members of Household:

1. Last Name	First Name	MI	SSN	--	--	Sex: <input type="radio"/> Female <input type="radio"/> Male
Date of Birth: / /	Relationship to Parent/Caretaker:		Ethnicity: Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No			
Race: <input type="radio"/> Caucasian <input type="radio"/> African-American <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Unknown						
Do you receive child support on this family member? <input type="radio"/> Yes <input type="radio"/> No → If yes, how much? \$_____						
2. Last Name	First Name	MI	SSN	--	--	Sex: <input type="radio"/> Female <input type="radio"/> Male
Date of Birth: / /	Relationship to Parent/Caretaker:		Ethnicity: Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No			
Race: <input type="radio"/> Caucasian <input type="radio"/> African-American <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Unknown						
Do you receive child support on this family member? <input type="radio"/> Yes <input type="radio"/> No → If yes, how much? \$_____						
3. Last Name	First Name	MI	SSN	--	--	Sex: <input type="radio"/> Female <input type="radio"/> Male
Date of Birth: / /	Relationship to Parent/Caretaker:		Ethnicity: Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No			
Race: <input type="radio"/> Caucasian <input type="radio"/> African-American <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Unknown						
Do you receive child support on this family member? <input type="radio"/> Yes <input type="radio"/> No → If yes, how much? \$_____						

Information Regarding Total Household Income

Source of Monthly Income	Monthly Amount	Source of Monthly Income	Monthly Amount
Total Household Wages/Salaries from Employment		TANF	
Self Employment Income		Food Stamps	
Interest		Child Support	
Dividends		Alimony/Maintenance Payments	
Rental Income		Worker's Compensation	
Retirement		Housing Assistance	
Social Security/SSI		Other: _____	
Unemployment Benefits		Other: _____	
		Other: _____	

I understand that:

- (1) a person who obtains or attempts to obtain, by fraudulent means, services to which the person is not entitled may be prosecuted under applicable state the federal laws;
- (2) I am entitled to be notified about my eligibility for services within 20 calendar days from the date of this application;
- (3) I, or my representative, may appeal denial, reduction, or termination of services;
- (4) services will be provided without regard to sex, race, creed, color, national origin, or disability;
- (5) the information on this application is confidential;
- (6) By signing this form, I am applying for services from Workforce Solutions Texoma.

I give permission to Workforce Solutions Texoma to contact a third party to verify income or family size, Citizenship and age of my children in need of childcare assistance, and use the Social Security numbers listed for identification and verification of all public benefits and income.

➤ **All information provided represents a complete and accurate statement of my family's circumstances at the time of application. I agree to report any changes to this information within 10 calendar days of the change.**

Parent or Caretaker Signature → _____ **Date →** _____

Spouse/Significant Other Signature → _____ **Date →** _____



CHILDCARE ELIGIBILITY- NOTICE TO PARENTS

Effective immediately- Verification of Citizenship or Immigration status and age must be verified on all children receiving childcare services through Workforce Solutions Texoma.

YOU MUST PROVIDE DOCUMENTATION TO VERIFY EACH CHILD'S CITIZENSHIP OR IMMIGRATION STATUS AND AGE BEFORE YOU CAN RECEIVE CHILD CARE ASSISTANCE. PLEASE REVIEW THE LIST OF DOCUMENTS BELOW THAT WILL MEET THIS REQUIREMENT.

DOCUMENTATION FOR AGE AND CITIZENSHIP

- Birth Certificate (U.S. or its possessions)
- U.S. Passport (must be current)
- Hospital or public health birth record (U.S. or its possessions)
- Church or Baptismal record (U.S. or its possessions)
- Temporary Assistance for Needy Families, food stamp benefits, Medicaid, or other related public assistance records

DOCUMENTATION FOR CITIZENSHIP OR IMMIGRATION STATUS ONLY

If no documentation listed under the documentation for age and citizenship category is available, then the following are other sources to verify a child's citizenship or immigration status:

U.S. Citizen

- Baptismal Certificate (if place of birth is shown)
- Report of birth abroad of U.S. citizen (FS-240) issued by U.S. Department of State
- Certificate of Birth (FS-545) issued by a foreign service post
- Certificate of U.S. Citizenship (N-561)
- Native American Tribal Document/Card (Form I-872)

Immigrant/"Qualified Alien"

- Naturalization Certification
- Lawful Permanent Resident: Alien Registration Receipt Card known as "green card" (Form I-551)
- Ashlee: Forms I-94, I-688B (Employment Authorization Card), or I-766 (Employment Authorization Document); grant letter from the Asylum Office of the U.S. Citizen and Immigration Services (USCIS); or order of an immigration judge granting asylum
- Alien Whose Deportation or Removal was Withheld: Forms I-688B or I-766, or order from an immigration judge showing deportation withheld or removal withheld
- Refugee: Forms I-94, I-688B, or I-766
- Cuban/Haitian Entrant: Form I-551 known as "green card," unexpired temporary I-551 stamp in foreign passport or Form I-94
- Alien Granted Conditional Entry
- Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty: USCIS petition and supporting documentation

DOCUMENTATION FOR AGE ONLY

If no documentation listed under the other categories is available, then the following are other sources to verify the child's age:

- Adoption papers or records (U.S. or its possessions)
- Divorce and/or court custody decrees
- Bureau of Indian Affairs or Tribal records
- Immigration and Naturalization Service records
- Child support paternity records
- School records/identification card

Form 2911



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Requirement for Establishing Paternity and Pursuing Child Support- Notice To Parent

Texas Administrative Code- Rule **§809.76** requires that...

The parent of a child receiving child care services is required to establish paternity and pursue child support for all the children in the home.

Workforce Solutions Texoma requires that you have proof of paternity and child support before you begin receiving assistance from the childcare program. Proof of paternity could be your information from the Office of Attorney General, a birth certificate, or court documents. Proof of child support could be your information from the Office of Attorney General, divorce decree, or receipts showing you receive child support directly from the non-custodial parent.

If you do not provide this information before your childcare services begin, you will be charged a \$25.00 sanction fee for six months or until you are in compliance, whichever comes first. After six months, if you have not provided proof of paternity and child support, your childcare assistance will end.

You are only required to provide proof of paternity once. Proof of receipt of child support or your attempts to pursue child support will be required at every six month eligibility review for the entire six months. If you have any questions about paternity or child support, please contact our office at:

903-463-9997 or 800-813-1992

Email: childcare@workforcesolutionstexoma.com



Atencion:
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Parents Rights & Responsibilities for Childcare Assistance Certificate

The Parent’s Rights & Responsibilities for Child Care Assistance must be completed at your initial certification for child care assistance.

The Parents Rights & Responsibilities Online can be found on-line at

www.workforcesolutionstexoma.com

Click on Child Care Assistance, then click on link Parents Rights and Responsibilities While Receiving Child Care once this page has uploaded click on the word Start.

After completing the Parent’s Rights & Responsibilities for Child Care Assistance online you will receive a certificate of completion, please sign and date the certificate and attach the certificate to this form.

**If you do not have a computer at home or work please visit one of our three Workforce centers Resource Rooms in Denison, Gainesville, or Bonham or your public library to access the internet.

ATTACH YOUR PARENTS RIGHTS & RESPONSIBILITIES CERTIFICATE TO THIS FORM; BE SURE TO SIGN & DATE YOUR CERTIFICATE.

Parent Acknowledgement of Rights and Responsibilities for Child Care Assistance

Customer Name: _____ Case #: _____

Work/Training/Education:

I understand that I am able to get child care so that I can work, go to school, or be in job training classes. I cannot get child care if I am not working, going to school, or in job training classes for at least 25 hours a week. If I am no longer working, no longer in school, or no longer in job training classes, for at least 25 hours a week, I will notify you within 10 calendar days of the change.

Family /Income:

I understand that I qualify for child care based on my family's income or size. If my family's income or size changes, I will notify you within 10 calendar days of the change. [For example, if I get a job or a pay raise, I must report this to you within 10 calendar days; or, if I get married, I must report this to you within 10 calendar days.]

Reporting Changes:

I understand that it may be considered stealing child care services if I continue to receive child care and I do not notify you within 10 calendar days of *any* changes in my work, training, or education status; my income; benefits; family; or marital status. I understand that if I fail to notify you within 10 calendar days as I'm supposed to, criminal charges may be filed against me with the district attorney or county attorney, child care will be terminated, and I will have to repay the amount owed. These consequences apply to a failure to report any of the changes in status discussed above.

Parent Responsibility Agreement:

I understand that, unless my children reside with both biological parents, I am required to give Workforce Solutions Texoma information showing that I have established paternity for my child/ren or that I am trying to establish paternity for my child/ren. I understand that, unless my children reside with both biological parents, I am required to give Workforce Solutions Texoma information showing that I am receiving child support for my child/ren, that I have a court decree that does not require child support or that I am trying to get child support through an attorney, private arbiter or the Attorney General's office. I understand that if I do not give Workforce Texoma the information stated above that I will have an additional fee of \$25 per month added to my parent fee and that my child care assistance may be ended.

I understand that each school age child in my household must be attending school regularly. I attest by my signature below, I am agreeing that I will comply with these government requirements. I understand that if my children are not attending school regularly (in accordance with school attendance policies) I will have an additional fee of \$25 per month added to my parent fee and that my child care assistance may be ended.

I understand that in order to receive child care assistance I must NOT use, sell or possess marijuana or a controlled substance, or abuse alcohol. I attest by my signature below, I am agreeing that I will comply with these government requirements. I understand that if I do not abide by this requirement I will have an additional fee of \$25 per month added to my parent fee and that my child care assistance may be ended.

Parent Handbook:

I have received a copy of the Parent Handbook with all requirements to receive child care assistance. I understand that I am responsible for adhering to all the requirements in the Parent Handbook and that I can request another copy at any time.

*If you have questions about any part of this form or the Parent Handbook, please contact Workforce Solutions Texoma:
Phone: 903-463-9997 or 1-888-813-1992 Email: childcare@workforcesolutionstexoma.com*

I have read and understood everything above. All my questions were answered.

Customer Signature: _____ Date: _____

Spouse/Significant Other Signature: _____ Date: _____



Income Verification Documents

IF YOU OR YOUR SPOUSE (SIGNIFICANT OTHER) ARE WORKING, WE MUST HAVE A COPY OF YOUR FOUR (4) MOST RECENT CHECK STUBS TO DETERMINE ELIGIBILITY

******You must submit check stubs unless it is a new job or you are paid in cash******

“What if I started a new job or I’m paid cash and do not have a check stub?”

ANSWER: If you are paid cash or if you’ve started a new job and haven’t received your first paycheck yet, we must have a signed letter from your supervisor on company letterhead (see sample letter on back) detailing your name, your rate of pay, work hours and start date.

“What if I’m self-employed and do not have a check stub?”

ANSWER: If you are self-employed and do not have check stubs, we must have copies of your ledgers, receipts and accounting records that detail your profit and expenses for the last 2 months.

**ATTACH YOUR WORK
DOCUMENTS TO THIS FORM**

(Please attach all work verification documents for every person working)



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Work Schedule Verification Form (To be completed by employer)

Employee Name: _____

CCS Case #: _____

Note to employer: Your employee is applying for or is currently receiving Child Care Assistance with Workforce Solutions Texoma. To determine eligibility, we must receive a detailed summary of working hours. Please complete the following information:

TO BE COMPLETED BY EMPLOYER:

Company Name: _____

Company Address: _____

Total Hours Worked Per Week: _____

Weekly Work Schedule:

Week Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time In							
Time Out							

Does this schedule vary? YES NO If yes, please explain in detail:

SIGNATURE (MUST BE SIGNED BY EMPLOYER)

Person completing this form (please print)

Title & Phone #

Signature

Date

SAMPLE WORK VERIFICATION LETTER

YOUR COMPANY'S LETTERHEAD/LOGO (or attach a business card or company stamp)

Today's Date

**Workforce Solutions Texoma
Attn: Child Care Services
2415 S. Austin Ave., #105
Denison TX 75020**

Dear Child Care Services,

As of July 1, 2008 John Doe was hired at ABC Company, he works Monday – Friday, 8 a.m. to 5 p.m., he is paid \$7.00 an hour and is paid on a bi-weekly basis.

Thank you,

(Signature of employer)

**Jane Smith
Manager ABC Company
903-555-1212**

The letter must cover the following:

- 1. Date of Hire**
- 2. Work Schedule and hours per week**
- 3. Rate of Pay (per hour, per month)**
- 4. Pay Frequency (weekly, bi-weekly, semi-monthly, monthly)**



School/Training Verification Documents

IF YOU OR YOUR SPOUSE (SIGNIFICANT OTHER) ARE GOING TO SCHOOL OR ARE IN A TRAINING PROGRAM, WE MUST HAVE EITHER:

- ENROLLMENT DOCUMENTS or
- PRINT OUT OF CURRENT CLASS SCHEDULE

**ATTACH YOUR SCHOOL /
TRAINING DOCUMENTATION
TO THIS FORM**

(Please attach all school/training verification documents for every person in school or training)



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School / Training Schedule Verification Form - parent (To be completed by School/Training Institution)

Parent Name: _____

CCS Case #: _____

TO BE COMPLETED BY SCHOOL/TRAINING INSTITUTION:

Note to training institution: Your student is applying for or is currently receiving Child Care Assistance with Workforce Solutions Texoma. To determine eligibility, we must receive a detailed summary of working hours or class schedule. Please complete the following information:

Training Institution Name: _____

Address: _____

Start Date: _____ End Date: _____

Declared Major: _____

Weekly Class Schedule: _____

Is this student meeting your attendance requirements? YES NO

If no, please explain (comment not required):

Is this student working toward successful completion of this training program? YES NO

SIGNATURE (MUST BE SIGNED BY SCHOOL PERSONNEL)

Person completing this form (please print)

Title & Phone #

Signature

Date



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Parent Responsibility Agreement Notice To Parent

Texas Administrative Code- Rule **§809.76** requires that...

The parent of a child receiving child care services is required to sign a parent responsibility agreement (PRA) as part of the child care enrollment process. The parent's compliance with the provisions of the agreement shall be reviewed at each eligibility redetermination.

The Personal Responsibility Agreement requires that for cases in which the child has a noncustodial parent, the custodial parent shall:

- a. cooperate with the Office of the Attorney General (OAG) to establish paternity of the parent's children and to enforce child support on an ongoing basis by:
 - i. providing documentation that the parent has an open child support case with OAG and is cooperating with OAG; or
 - ii. opening a child support case with OAG and providing documentation that the parent is cooperating with OAG;

Provide OAG Printout showing Payments Received

Contact Information: www.oag.state.tx.us/cs/ or
Grayson/Fannin Counties – 800-687-8259
Cooke County – 800-687-8233

- b. or provide documentation that the parent has an arrangement with the noncustodial parent for child support and is receiving child support on a regular basis. Such documentation must include evidence of child support history, including in-kind child support;

Complete and return Form 2080- Informal Child Support Form

This information is required at every recertification. Failure by the parent to comply with the provisions of the PRA shall result in sanctions up to and including terminating the family's child care services.



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Atencion:
 Para obtener esta u otras formas on Espanol, favor the
 llamar a esta oficina al
 (903)463-9997 / (888)813-1992

Customer Childcare Information Sheet

All forms must be completed in ink; white-out NOT accepted.

Customer Name: _____

Please complete the following information:

Have you already selected a childcare provider? Yes No

If yes, are you already using this provider? Yes No

If yes, please enter the date you started using this provider: _____.

If no, does the provider have an opening? Yes No

If you are eligible to receive childcare, when do you need the care to start?

If you have selected a provider, please complete the following information on the center or individual you have selected to provide care:

Provider Name: _____
 Contact Person: _____
 Address: _____
 City: _____ County: _____ Zip: _____
 Telephone: _____ Fax Number: _____

If you have selected an individual to care for your child(ren) please complete the additional information needed:

Date of Birth of the person you have selected to
 care for your child(ren): _____
 Social Security Number: _____
 The individual's relationship (kin) to the child: _____

Submission of this form does not represent notification of changes regarding address, employment, training, income or family size. You are required to contact your case worker directly at Workforce Texoma for proper notification of any changes.



Workforce Solutions Texoma

Parent Handbook

Income Eligible Customers

Parents who apply for child care assistance directly to Workforce Solutions Texoma are considered income eligible customers.

Income Eligible customers must meet the following criteria to receive child care assistance:

- The family must reside in Grayson, Fannin or Cooke county, and
- The family's household income must be below the income limits set according to family size, and
- Each adult in the household must be working or in school or a training program for an average of 25 hours per week for a single parent household and an average of 50 hours per week for a two-parent household (each adult must average at least 20 hours per week), and
- Have a child under 13 years of age and need child care to go to work or attend school or training programs

Applying for Child Care Assistance

When applying for child care assistance, Workforce Solutions Texoma will:

- Verify your household income, receipt of public assistance, receipt of child support and other income sources. **All income received in the household will be considered in determining eligibility.**
- Verify employment and attendance in school or training programs
- Determine the amount of your parent fee, if a parent fee is assessed
- Authorize payment for your child care once you notify us with the provider you have chosen to care for your children
- Send out paperwork for you to complete and return within 15 days that confirms your eligibility and informs you of the parent fee that you must pay to your provider, if a parent fee is assessed

Note: Parents may continue to be eligible for child care assistance providing sufficient funds are available.

Parent Enrollment Agreement

1. I must be employed, in school or training for an average of 25 hours per week to be eligible.
2. I understand that only Workforce Solutions Texoma can authorize a child care arrangement for my child, including changes in the provider of child care assistance.
3. I will inform Workforce Solutions Texoma within 10 calendar days about changes in my:
 - Work, school or training activities
 - Address or phone number
 - Household income or the number of people in my household
4. I will comply with all Texas Workforce Commission (TWC) and Workforce Solutions Texoma requirements or have my child care assistance denied or ended.
5. I will pay a monthly fee to my chosen child care provider, if required.

Children with Disabilities

Workforce Solutions Texoma offers additional services to families who have a child with a disability. If you have met income eligible requirements and you have a child that has been identified as having a physical, mental or emotional condition that limits what the child is able to do your child may qualify to receive additional benefits, including:

- Having any out-of-pocket medical and other expenses related to your child's disability may be deducted from your family income when we assess your eligibility for child care.

- Provide child care assistance for your child up to 18 years of age, and/or
- Upon recommendation by a professional (special education teacher, physical therapist, doctor, etc.) Workforce Solutions Texoma may provide adaptive equipment or materials on loan to the regulated child care provider and/or a higher reimbursement rate to the regulated provider for additional adult assistance

To qualify you must send documentation of your child's disability such as ARD/IEP papers from the public school, certification from an Early Childhood Intervention (ECI) program or a letter from your child's doctor verifying the disability and any additional assistance your child may need.

Teen parents

Workforce Solutions Texoma defines a teen parent as an individual 18 years of age or younger, or 19 years of age and attending high school or the equivalent who has a child.

A child of a teen parent may be eligible to receive child care assistance if:

- The teen parent needs child care assistance to complete high school or the equivalent; and
- The teen parent's income is below the income limits set according to family size.

Note: only the teen parent's income will be considered when determining eligibility for child care assistance

Workforce Program Customers

Parents who are participating in workforce programs may be eligible to receive child care assistance. Parents receiving child care assistance through these programs do not have the same rights and responsibilities as parents who apply to Workforce Solutions Texoma for child care assistance directly. For these customers:

- Eligibility for child care assistance is based on the criteria for enrollment in the workforce program in which you are participating
- Your caseworker will provide information on program requirements
- Child care assistance may be ended immediately if you fail to meet the eligibility requirements for the program in which you are participating

Children's Protective Services (CPS)

Parents who are referred to Workforce Solutions Texoma by the Texas Department of Family and Protective Services (TDFPS) to receive child care assistance do not have the same rights and responsibilities as parents who apply to Workforce Solutions Texoma directly. TDFPS is the state agency that oversees Children's Protective Services (CPS). If you receive child care through CPS:

- Your caseworker determines eligibility for children in protective or foster care
- You may choose a provider who meets your needs in coordination with your CPS caseworker
- You will not pay a parent fee unless it is authorized by your caseworker
- You do not have the right to appeal the reduction, denial or termination of child care assistance.

Parent or Caretaker Rights

1. To have persons represent you when applying for child care assistance.
2. To be notified about your eligibility for services within 5 calendar days from the date all application documents are received by Workforce Solutions Texoma.
3. To select the child care arrangement you desire from the options open to you and to visit potential child care providers before making your choice.
4. To visit the facility or home in which your child is enrolled and to participate in activities.

5. To receive assistance in choosing initial or additional child care arrangements including information about policies regarding transferring your children from one child care arrangement to another.
6. To appeal the denial, reduction or termination of child care assistance. This does not apply to parents who have children enrolled from CPS referrals. The procedure for requesting an appeal will be provided by Workforce Solutions Texoma.
7. To have information used to determine eligibility for child care assistance treated as confidential by TWC and Workforce Solutions Texoma.
8. To receive child care assistance without regard to race, sex, color, national origin, age, political beliefs, religion or disability.
9. To reject an offer of child care assistance or voluntarily withdraw your children from child care assistance. This does not apply to families who have children from CPS in-home cases.
10. To be informed by Workforce Solutions Texoma of the possible consequences of rejecting or ending child care that is offered.
11. To be notified in writing by Workforce Solutions Texoma at least 15 calendar days before the denial, reduction or termination of child care assistance, except in cases where the Workforce Center case manager or CPS caseworker has authorized care to end immediately.

Parent or Caretaker Responsibilities

1. To provide Workforce Solutions Texoma with all information necessary to establish eligibility to receive child care assistance. This information must be provided within 15 calendar days from the day Workforce Solutions Texoma sends the request.
2. To report changes in income or size of your family or any other change in circumstances which may affect your eligibility to receive child care assistance. Changes must be reported to Workforce Solutions Texoma within 10 calendar days.
3. To understand that child care assistance will be denied or ended for failure to submit all information requested in items 1 and 2 above within the time frames also listed above.
4. To comply with all TWC and Workforce Solutions Texoma requirements.

Parent Fees

Most parents must pay a portion of the cost for their child care. This fee is a sliding scale based on the family's income and the number of children receiving child care assistance. Parent fees are NOT based on the cost of child care and cannot be greater than the cost of child care charged to the general public.

Workforce Program Customers

Parents participating in Choices or Food Stamp Employment and Training programs will not be required to pay a parent fee.

Parents participating in other workforce programs will pay a fee for your child care assistance based on the family's gross income, the number of people in the household and the number of children receiving child care assistance.

Children Receiving Child Protective Services

Parent receiving child care assistance through CPS will not be required to pay a parent fee unless your CPS caseworker assigns a parent fee.

Income Eligible Customers

Parents who are receiving income eligible child care assistance will be required to pay part of your child care costs. This parent fee is based on your gross monthly income, the number of family members in your household and the number of children receiving child care assistance.

Families who only need part week or part day child care will receive a 25% reduction in your parent fees.

Parent Fee Agreement

Parents agree and understand that:

1. You must pay any assigned parent fee, to your chosen provider, before receiving child care assistance
2. Any child care subsidy you receive from another agency must also be paid to the child care provider where your child receives care
3. The parent fee amount is based on your income, the number of family members in your household and the number of children you have enrolled in child care assistance
4. The parent fee must be paid even if your child is absent
5. The child care provider you choose may require you to pay the difference in their regular fees and the amount paid by Workforce Solutions Texoma for child care. The provider can only charge this fee if their rates for the general public are greater than the reimbursement rate paid by Workforce Solutions Texoma. You are responsible for talking to your child care provider about any additional fees and payment of those fees.
6. Parents who are not required to pay a parent fee cannot be charged a registration fee or the difference in the provider's rate for the general public and the amount paid by Workforce Solutions Texoma for child care. You can be charged for additional fees such as late fees, pictures, field trips, or other fees charged by the provider.
7. Failure to pay your assigned parent fee may result in loss of your child care assistance.

Parent Responsibility Agreement

Establish Paternity and Pursue Child Support

Parents are required to provide proof of paternity and either receipt of child support or proof that child support is being pursued for each child in your home whose biological father/mother does not reside in your household. You may provide this information through the following:

- Provide proof that you have an open case with the Attorney General's Office
- Provide copies of private court documents [Example: court order for child support]
- Provide documentation from an independent arbitrator that establishes child support
- A signed statement from the non-custodial parent showing the amount of child support for each child paid in cash or in-kind support. [Example: the non-custodial parent pays your rent each month] Parents must provide documentation to verify receipt of this support.

Exemptions from Establishing Paternity or Pursuing Child Support

1. the paternity of the child cannot be established after a reasonable effort to do so;
2. The child was conceived as a result of rape or incest;
3. The parent of the child is a victim of domestic violence;
4. Adoption proceedings for the child care pending;
5. The parent of the child has been working with an agency for three months or less to decide whether to place the child for adoption;
6. The child may be physically or emotionally harmed by cooperation, to the extent of impairing the parent's ability to care for the child

Alcohol and Illegal or Controlled Substances

Parent must refrain from using, selling or possessing marijuana or other controlled substances. Parents must not abuse alcohol.

School Attendance

Parents are responsible to make sure that each child in your household under the age of 18 attends school regularly unless the child has a high school diploma or a GED credential or is exempted from school attendance by Texas Education Code.

Complying with the Parent Responsibility Agreement

Parents are required to provide proof of compliance with all aspects of the Parent Responsibility Agreement when enrolling in the program. Failure to provide proof of compliance will result in a financial penalty added to your parent fee (called a sanction) and possible termination of your child care assistance.

Parents enrolled in the Choices program or receiving child care assistance through CPS are not required to comply with the Parent Responsibility Agreement

Choosing a Child Care Provider

Parents are allowed to choose the provider who will care for their children from options available in accordance with federal and state regulations.

Regulated Child Care Providers

Regulated child care providers are licensed or registered through the Texas Department of Family and Protective Services (TDFPS), Child Care Licensing Division. The following categories of regulated providers in our area:

Licensed Child Care Facility - a child care facility that provides care for 7 or more children under the age of 14.

Licensed Child Care Home - a private home that provides care for no more than 12 children under the age of 14.

Registered Child Care Home - a private home that provides care for no more than 6 children under the age of 14 and no more than 6 additional school age children after school hours.

Note: Providers "listed" with the Texas Department of Protective and Regulatory Services cannot be a child care provider with Workforce Solutions Texoma unless they are an eligible relative.

Texas Rising Star Certification

Texas Rising Star certification is a designation regulated providers can get that shows they are meeting requirements that go above the minimum standards set by Child Care Licensing. Providers complete a formal application and evaluation to make sure they are meeting the criteria to become a Texas Rising Star. You can request a list of Texas Rising Star providers in our area from Workforce Solutions Texoma.

Relative Child Care Providers

Certain relatives may be able to receive payment to care for your children. The relative must:

- maintain a separate household (they cannot live with you),
- be related to the child by blood, marriage or court decree, and
- Be the child's:
 - Grandparent or great-grandparent,
 - Aunt or uncle, or
 - Sibling who is at least 18 years old

Relative's receiving payment to care for your children must become "listed" with Child Care Licensing before they are eligible to receive payments to care for your children.

Assistance Finding a Child Care Provider

Workforce Solutions Texoma does not choose the provider who will care for your children. Workforce Solutions Texoma will not recommend a child care provider or type of child care for your children. It is your responsibility to choose the child care arrangement that best meets the needs for you and your children.

The following resources are available to help you decide who will care for your children:

- Information and Referral Services: 2-1-1
2-1-1 Texas is a free, phone number connecting callers with services in the Texoma area, including current information on a variety of child care arrangements
- Child Care Licensing website: www.dfps.state.tx.us
This website allows you to search for a child care provider by type and location. You can also look at any provider's compliance history with Child Care Licensing.

Attendance Policy

Workforce Solutions Texoma has set a limit on the number of days your child can be absent within a one year period. It is your responsibility to notify your provider any time your child will be absent.

1. If your child is absent for three (3) days in a row without contacting your provider or Workforce Solutions Texoma we will assume that you have voluntarily withdrawn your child from the child care assistance program and your child care will be dropped.
2. More than thirty (30) days absence in one year is considered excessive and Workforce Solutions Texoma will stop paying for child care after the 30th absence.

Exceptions:

- the absences were due to illness or other extenuating circumstances, if the parent provides documentation verifying the illness or other circumstance
- Absences for court-ordered visitation with a non-custodial parent will not count toward the 30 day maximum, if the parent provides documentation verifying the visitation schedule & notifies their child care caseworker in advance of the visitation.

Ending Child Care Assistance

Your child care assistance with Workforce Solutions Texoma is based on your family meeting eligibility criteria. Your child care assistance will end if one of the following occurs:

- Your family is over the income limit for your family size or you are not working or in training an average of 25 hours per week
- You are not following the policies outlined in this handbook
- You did not return required paperwork within 15 days
- You did not report a change in your circumstances within 10 calendar days
- Funding is no longer available to continue child care assistance
- State or federal rules change and your family does not meet the new criteria for child care assistance.
- Your child is over 12 years old
- Workforce Solutions Texoma has determined that you have committed fraud or theft of services
- Other reasons that may require Workforce Solutions Texoma to end your child care assistance.

Workforce Solutions Texoma will provide you with 15 days notice that your child care assistance is ending, unless:

- Your child care assistance is through Children's Protective Services (CPS) or another workforce program. In these instances your child care assistance will end immediately if you are no longer receiving these services or are not meeting their criteria to receive child care assistance
- Workforce Solutions Texoma does not have funds to continue your child care assistance. In this

instance, you will be given 30 days notice that your child care assistance is ending.

Right to Appeal

Most parents have the right to appeal the decision to end their child care assistance. The request for the appeal must be made within 14 days of notification that your child care assistance is ending.

You may be eligible to continue receiving child care during the appeal process. Workforce Solutions Texoma will notify you that child care services are being reduced or ended 15 days before the effective date of the termination.

To request an appeal, a parent must send a written statement with the following: customer's name, mailing address, reason an appeal is requested and if you wish child care assistance to continue during the appeal process (if eligible). Appeal requests must be sent within 14 days of the date the termination notice is sent. Appeal requests must be sent to:

Workforce Solutions Texoma Child Care Services
2415 S. Austin Ave, Ste. 105
Denison, TX 75020
Fax: 903-465-8680
Email: childcare@workforcesolutionstexoma.com

If a parent loses the appeal and has chosen to continue child care assistance during the appeal process, then, the parent is responsible for the total cost of the care provided during the appeal process.

Complaints/Grievances

Parents have the right to have complaints or grievances heard without the threat of losing child care services. Parents should begin by explaining the problem or complaint to their Client Service Specialist, if this is unsuccessful; ask to speak with the Intensive Service Training Manager in child care or the Director and explain the problem. If both of these attempts fail to resolve the issue, parents are encouraged to call Rachel Mitchell with the Texoma Workforce Development Board (the governing body for Workforce Solutions Texoma) at 903-957-7408.

In accordance with 45 CFR 80 and 84, it is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of and child care financially assisted program or activity. The recipient must not discriminate in any of the following areas; deciding who will be admitted, or have access, to any child care financially assisted program or activity; providing opportunities in, or treating any persons with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

If you think you have been subjected to discrimination under child care financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either; the Workforce Solutions Texoma Equal Opportunity Officer, Workforce Solutions Texoma, 5904 Texoma Parkway, Sherman, TX 75090 (903-957-7408); or the U.S. Department of Health and Human Services Office of Civil Rights, 1301 Young Street, Suite 1169 Dallas, TX 75202 (214-767-1471) or the U.S. Department of Agriculture (USDA), Office of Civil Rights-Southwest Region, Food and Nutrition Services, 1100 Commerce Street, Dallas, TX 75242 (214-290-9820). If you file your complaint with the recipient you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the U.S. Department of Health and Human Services.

Resource Addresses and Phone Numbers

Address Workforce Solutions Texoma
2415 S. Austin, Ste. 105, Denison, TX 75020

Telephone Numbers

Main Number (903) 463-9997
Toll Free 1-888-813-1992
Fax Number (903) 465-8680

Resources Available to Parents

Information and Referral for Child Care: Call 2-1-1

Child Care Licensing: 1-800-582-6036 or www.dfps.state.tx.us
(To make reports or check licensing status of child care providers)

Attorney General's Office:

Grayson and Fannin Counties: 1-800-687-8259
Cooke County: 1-800-687-8233

WORKFORCE SOLUTIONS TEXOMA CENTERS

Grayson Center - 2415 S. Austin Ave., Suite 105, Denison Phone: 903-463-9997
Hours: Mon. - Fri. 8:00 - 5:00

Cooke Center - 900 N. Grand Ave., Ste 103, Gainesville Phone: 940-665-1121
Hours: Mon. - Fri. 8:00 - 5:00

Fannin Center - 1205 E. Sam Rayburn Dr., Bonham Phone: 903-640-0222
Hours: Mon. - Fri. 8:00 - 5:00

In addition to providing access to child care, Workforce Solutions Texoma can provide excellent resources for the job seeker. Each center provides free computer, fax and telephone usage to customers to be used in a job search. It helps job seekers take the necessary steps to find a job. There are also numerous resources available to help research careers and employers. To locate the Workforce Center nearest you, call 1-903-463-9997, or visit our website at www.workforcesolutionstexoma.com.



Choosing the Right Child Care for Your Child



Choosing the Best Care for Your Child

Choosing a child care provider is one of the most important decisions you will ever make. What works well for one family may not work for another. **You are the judge.** To make this important decision, you need to be educated about the people that care for your child. This brochure is designed to help you make this decision.

Financial Assistance for Child Care

Workforce Solutions Texoma can provide financial assistance for families who need help paying for child care so they can work or go to school. Families who may be eligible for child care assistance include:

- Parents who are receiving Temporary Assistance for Needy Families (TANF)
- Parents who have recently been denied TANF income and are working
- Low-income families who are working, going to school or participating in training, or
- Teen parents from low-income families who need child care to finish school

If you think you qualify for financial assistance, you can contact Workforce Solutions Texoma at 903-463-9997 or 1-800-813-1992 and ask to speak to a child care representative or email your request to: childcare@workforcesolutionstexoma.com.

If you are eligible, but funds are not available at the time you request assistance, you will be placed on a waiting list. When funding becomes available, families are contacted according to Workforce Solutions Texoma priorities for funding and the order in which requests for assistance were received.

Families who are determined eligible for child care assistance may choose from a wide range of child care arrangements for their children. Workforce Solutions Texoma works with Licensed Centers, Licensed Family Homes and Registered Family Homes.

In addition, families may choose to have an eligible relative care for their child. To be eligible, the relative must be related by blood, marriage or court decree and be the child's grandparent, great-grandparent, aunt, uncle or adult sibling who maintains a separate residence.

Minimum Requirements for Child Care Providers

The Texas Department of Family and Protective Services (TDFPS) is responsible for setting and enforcing the standards for health and safety of children in regulated child care settings. Child care options in Texas:

Licensed facilities: Facilities (either centers or homes) are routinely inspected every 5 to 12 months to ensure they meet minimum standards to be licensed.

Registered family homes: Family homes are inspected every 1 to 3 years to ensure minimum standards are met.

Listed family homes: Caregivers (18 years) who receive payment for providing regular child care in the home must be listed with TDFPS. No inspection or minimum standards are required other than a caregiver application and background check.

For information about a Child Care Center or Home contact the Texas Department of Family and Protective Services at: 1-800-862-5252 or search their website at:

http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care

*Workforce Texoma is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
For the hearing impaired please call: 7-1-1*



Going Above Minimum Requirements

Child care providers can choose to meet program standards that exceed minimum standards set by TDFPS by agreeing to any of the following: smaller group sizes, directors and caregivers have additional training, accreditation by a professional organization that requires a specific set of standards be met that are above the minimum standards set by TDFPS

Texas Rising Star Providers

A Texas Rising Star Provider is a child care provider that voluntarily meets requirements that exceed the State's Minimum Licensing Standards for child care facilities. The Texas Rising Star Provider certification system provides graduated levels of certification as providers meet progressively higher standards.

Texas Early Education Model

The Texas Early Education Model is a program provides teacher training and mentoring to teachers responsible for preparing preschool age children to start school. Children enrolled in TEEM classrooms will be learning skills proven to prepare them to start Kindergarten "ready to learn".

Texas School Ready! Certification

Texas School Ready!™ is a program that certifies preschool education classrooms that effectively prepared their students for kindergarten. When classrooms earn certification, they receive the Texas School Ready!™ seal which is posted in the early childhood education center or school. The seal has the year the certification was awarded. This powerful seal tells parents, the community, and others that the children who graduated from these classrooms went to public kindergarten with the fundamental skills in place to be successful.



Assistance Finding Child Care

2-1-1 keeps current information on a variety of child care arrangements including afterschool programs, religiously affiliated programs and seasonal programs as well as child care providers who are regulated by the Texas Department of Family and Protective Services (TDFPS).

Workforce Solutions Texoma Centers

COOKE COUNTY

900 North Grand Avenue, Suite 103

Gainesville, TX 76240

Phone: 940-665-1121 Fax: 940-668-2366

FANNIN COUNTY

1205 East Sam Rayburn Drive

Bonham, Texas 75418

Phone: 903-640-0222 Fax: 903-640-0052

GRAYSON COUNTY

2415 S. Austin Avenue, Suite 105

Denison, Texas 75020

Phone: 903-463-9997 Fax: 903-463-3073

Toll Free: 1-800-813-1992

Additional Child Care Contact Information:

Texas Department of Health and Human Services:

General Information: 1-817-264-4000

Immunization: 1-800-252-9152

WIC Program: 1-800-942-3678

Cooke County: 940-665-9315

Fannin County: 903-583-5535

Grayson County: 903-892-0581

Texas Department of Family and Protective Services:

To report Child Abuse: 1-800-252-5400

Workforce Solutions Texoma services are available to any eligible person without regard to race, color, national origin, sex, age, disability, political belief, or religion, as provided by law.

CHILD CARE FACILITY CHECKLIST

YES	NO	FIRST IMPRESSIONS
<input type="checkbox"/>	<input type="checkbox"/>	Were you pleasantly greeted upon arrival?
<input type="checkbox"/>	<input type="checkbox"/>	Do positive relationships exist between caregivers and parents?
<input type="checkbox"/>	<input type="checkbox"/>	Would you trust the caregivers to care for your child?
<input type="checkbox"/>	<input type="checkbox"/>	Is there an appropriate number of staff for the number of children?
<input type="checkbox"/>	<input type="checkbox"/>	Is the facility listed, registered or licensed by the Texas Department of Family and Protective Services?

YES	NO	WILL MY CHILD LEARN?
<input type="checkbox"/>	<input type="checkbox"/>	Is the facility accredited or certified through a professional organization?
<input type="checkbox"/>	<input type="checkbox"/>	Are there enough toys and activities to keep the children happy?
<input type="checkbox"/>	<input type="checkbox"/>	Are parents told about the child's progress?
<input type="checkbox"/>	<input type="checkbox"/>	Are daily schedules and lesson plans available?
<input type="checkbox"/>	<input type="checkbox"/>	What is the education and experience of the caregivers?

YES	NO	WILL MY CHILD BE SAFE?
<input type="checkbox"/>	<input type="checkbox"/>	Are caregivers trained in CPR and First Aid?
<input type="checkbox"/>	<input type="checkbox"/>	Are parents allowed to visit during the day?
<input type="checkbox"/>	<input type="checkbox"/>	Are parents told about accidents or illnesses?
<input type="checkbox"/>	<input type="checkbox"/>	Is the facility neat, clean and orderly?

YES	NO	WILL MY CHILD BE HAPPY?
<input type="checkbox"/>	<input type="checkbox"/>	Are the caregivers attentive and not overwhelmed?
<input type="checkbox"/>	<input type="checkbox"/>	Do the caregivers bend down to talk to the children face-to-face?
<input type="checkbox"/>	<input type="checkbox"/>	Are nutritious meals and snacks served?
<input type="checkbox"/>	<input type="checkbox"/>	Is the facility a happy place?
<input type="checkbox"/>	<input type="checkbox"/>	Would you be comfortable staying all day?

YES	NO	MATERIALS TO REQUEST
<input type="checkbox"/>	<input type="checkbox"/>	Published rates for care and late fee policy
<input type="checkbox"/>	<input type="checkbox"/>	Holiday closings and vacation policy
<input type="checkbox"/>	<input type="checkbox"/>	Discipline policies

NOTES: