



# WORKFORCE SOLUTIONS of the Coastal Bend

## POLICY

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**CATEGORY:** Workforce Programs - Childcare **No: 4.3.103.00**  
**TITLE:** Attendance Requirement for Child Care Services  
**SUPERSEDES:** Policy 517PR, dtd Dec 6, 2002  
**EFFECTIVE:** April 27, 2007  
**BOARD APPROVAL:** April 26, 2007 Board of Directors' Meeting  
**DATE APPROVED:** April 26, 2007

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### **I. PURPOSE:**

To establish childcare attendance requirements for individuals receiving child care services funded by WorkSource of the Coastal Bend.

### **II. DEFINITIONS:**

*Child-* An individual who meets the general eligibility requirements. A child includes persons born to the parents, persons adopted by either or both parents, the person for whom the parents have legal responsibility granted by the court, or persons provided supervision and care by the parents.

*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.

*Child Care 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 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 the Commission.

*Regulated Provider* – A person or entity that are registered or licensed to provide child care services and who may or may not have an agreement with the provider management contractor.

*Self-Arranged Relative Provider-* An eligible relative that meets the minimum qualifications for providing self-arranged relative child care as set forth by Board Policy

### **III. POLICY STATEMENT:**

#### Reporting of Absences

A parent must report absences to the child care provider on any day of absence.

Five consecutive days without parental notice to the child care provider will be considered a voluntary withdrawal from the services and child care will be terminated.

A child may not be absent from child care more than 30 days during a 12 month period that begins on the first day of a child's enrollment.

Exceeding the 30 day limit of absences will result in termination of child care services. A 30 day waiver may be requested due to extenuating circumstances, such as illness, family member death, etc.

Regulated Child Care providers and eligible relatives providing child care must document and maintain a record of each child's attendance

Failure by the provider to keep required attendance records may result in withholding payment or in termination of the Provider Agreement.

#### Reimbursement for Reported Absences

WorkSource of the Coastal Bend will reimburse regulated providers for absences when the child is authorized to attend under the following conditions:

- the absence is due to illness,
- the child is scheduled to attend but does not, up to 3 days if the provider notifies the Contractor by close of business on the 3<sup>rd</sup> day the child is absent
- the child is on court ordered visitation for up to 2 weeks with prior notification from the Contractor,
- the child does not attend but is authorized by the Contractor due to the parent's irregular work schedule,
- the child is scheduled to attend but does not due to extenuating family circumstances, with prior notification from the Contractor

### **IV. PROCEDURES:**

N/A

### **V. RELATED POLICY INFORMATION:**

40 TAC § 809.48

WorkSource 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 Contractor shall ensure that appropriate procedures are implemented and that relevant staff receive training regarding the requirements of this policy.

**VII. FORMS AND INSTRUCTIONS:**

WorkSource Child Care Standard Operating Procedures

**VIII. DISTRIBUTION:**  Board  Board Staff  Contracted Staff

**IX. SIGNATURES:**

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**Reviewed by EOO Officer**

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**Date**

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**Executive Director**

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**Date**