



Child Care Services Waitlist Form

Finding a way to pay for child care is a constant challenge for many families who are working and/or attending school. Workforce solutions provides financial assistance, to eligible parent (s), to help pay for the cost of child care with the Child Care Services (CCS) program.

To be eligible for child care services:

- Child(ren) must be a U.S citizen or legal immigrant.
- Meets one of the following age requirements:
 - Be under 13 years of age; or
 - A child with disabilities under 19 years of age.
- The family must reside within Hidalgo, Willacy, & Starr County.
- Parent(s) must be participating in training, education or employment activities an average of 25 hours a week for a single parent household, and average 50 hours a week for a two parent household.
- The family should have a total gross income that does not exceed 85% of the State Median Income (see below).

October 2015-September 2016

Family Size	85% SMI
2	\$3,348
3	\$4,136
4	\$4,924
5	\$5,712
6	\$6,500
7	\$6,648
8	\$6,795
9	\$6,943
10	\$7,091
11	\$7,238
12	\$7,386
13	\$7,534
14	\$7,682
15	\$7,829

CCS also considers:

- All income received in the household.
- The family composition and benefits received.

Once your name is pulled from the waitlist, be prepared to submit the following items:

- Provide current Valid Driver's License or State Issued Picture ID or Permanent Resident Alien Card from each parent/ caretaker.
- Provide documentation for Age & Citizenship for Child (ren): You must submit one of the following required documents for each child in your household.
Birth Certificates (U.S. or its possessions), U.S. Passport (must be current), Hospital or public health birth records (U.S. or its possessions), Church or Baptismal Record (U.S. or its possessions), TANF, food stamp benefits, Medicaid, or other related public assistance records. *Note: We cannot accept birth facts.*
- Provide social security numbers for all household members (optional).
- Proof of current residency (Example: Current State Driver License, Picture Identification, Water, Light, or Gas Bill).
- Four most recent, consecutive paycheck stubs from current employer for each working member of the family. A wage verification form may be used only if it is new employment. *This includes income from anyone 14 years or older not attending school and is working. Note: Employment income for child(ren) between the ages 14 to 19 who are attending school will not be included in determining household eligibility, unless the individual is the parent(s)/caretaker(s) of the child(ren).*
- If self-employed you must submit a business income statement-attachment A, Income Tax Return, receipts for all expenses paid and payments received for the service(s) you are providing. I understand that information in regards to self-employment may be obtained at: <http://wfsolutions.org/forms.html>
- If attending a college or university: Current School Schedule **and** Current Transcript
- If attending a vocational school:
Enrollment Letter from the school, **and** School or Training Schedule Verification Form -completed by the training/education provider
- For High School or GED Students only: Program enrollment form **or** Letter from school verifying enrollment, **and** School or Training Schedule Verification Form -completed by the training/education provider.
- Child Support: You must provide documentation to verify child support cooperation, if applicable to your household
Office of the Attorney General Child Support Income Verification Form www.childsupport.oag.state.us.tx, **and/or** Parental Responsibility Agreement (PRA) – Informal Child Support Form. *Note: Verification of child support & paternity is required for all children in the household under 18 years of age.*



Resources to Help Parents Find Quality Child Care

Workforce Solutions – Child Care Services (CCS) website provides parents with information on Child Care Assistance and the list of **ACCREDITED CCS Providers**: www.wfsolutions.org

TEXAS RISING STAR (TRS):

CHOOSING QUALITY CHILD CARE: www.texasrisingstar.org

A Texas Rising Star Provider is a child care provider that has an agreement with Workforce Solutions' child care contractor to serve Texas Workforce Commission (TWC) subsidized children and 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 certification requirements.

TEXAS SCHOOL READY (TSR):

The Children's Learning Institute implements the *Texas School Ready!* project as an early education approach that serves at-risk preschool-aged children through shared resources between public and private early childhood education programs. The design of *Texas School Ready!* increases children's school readiness through five evidence-driven components: research-based curriculum, technology-driven child progress monitoring, facilitated teacher professional development, ongoing teacher mentoring, and sustainability; including participation in the Texas School Readiness Certification System (SRCS).

NATIONAL ACCREDITATION:

National organizations require child care providers to meet rigorous early childhood education standards and guidelines for high-quality care.

Accreditation is a mark of distinction that helps you find the best possible educational experience for your child.

Programs that are accredited have demonstrated their commitment to go beyond the state's minimum licensing requirements. When a center is awarded accreditation they are meeting very rigorous national standards in health, safety, administration and teacher qualifications, curriculum, communication and community involvement. The program must offer the kind of care, attention, and educational activities parents look for in quality child care programs. It must offer activities and experiences that will aid in a child's growth and development, and that will help them prepare for school.

To view a map and listing of Workforce CCS Providers please visit: <https://www.batchgeo.com/map/LRCCS>

Texas Child Care Solutions – Resources for Families – Opportunities for Children

Developed by the Texas Workforce Commission, the purpose of Texas Child Care Solutions is to provide parents access to accurate and consistent information to assist them in making informed choices to meet their child care needs. Please visit the Online Parent Portal: <http://texaschildcaresolutions.org/>

2-1-1 Texas, a program of the Texas Health and Human Services Commission, is committed to helping Texas citizens connect with the services they need. Whether by phone or internet, their goal is to present accurate, well-organized and easy-to-find information from state and local health and human services programs. They accomplish this through the work of 25 Area Information Centers (AICs) across the state. 2-1-1 Texas is a free, anonymous social service hotline available 24 hours a day, 7 days a week, 365 days a year. No matter where you live in Texas, you can dial 2-1-1, or (877) 541-7905, and find information about resources in your local community. Whether you need help finding food or housing, child care, crisis counseling or substance abuse treatment, one number is all you need to know.

Texas Department of Family and Protective Services (DFPS) has a wealth of information on Choosing Child Care, Online Training for Parents of Infants and Toddlers and a lot more. For more information please visit the DFPS Website:

http://www.dfps.state.tx.us/Child_Care/Information_for_Parents/default.asp

Parents may also obtain health and safety requirements including information on:

- The prevention and control of infectious diseases (including immunizations);
- Building and physical premises safety;
- Minimum health and safety training appropriate to the provider setting and
- The regulatory compliance history of child care providers.

DFPS Office in Harlingen

DFPS Office in Edinburg

(956) 316-8275 (956) 316-8275

Texas AgriLife Extension Service offers a large number of Child Care Courses that will assist parents in learning about...Developmentally Appropriate Activities, Child Growth and Development, Nutrition and Physical Activity, Child Health

and Safety, SIDS, Shaken Baby, And Brain Development to name a few. Many of the trainings are free while others require a small fee. To learn more about these free Child Care Training Courses and Quality Child Care please visit:

<http://infanttoddler.tamu.edu/courses/courseListByCatID.php?catid=16>

Additional trainings that are free or require a small fee http://extensiononline.tamu.edu/courses/child_care.php



Child Care Services Waitlist Form

Mission Fax: 1-866-580-6089
Weslaco Fax: 1-866-890-5452

Parent/Caretaker Information							
Name: Last, First, MI		Social Security (optional)		E-Mail Address			
Physical Address:			City/State:		Zip Code:		
Mailing Address:			City/State:		Zip Code:		
Home Phone #			Cell Phone #		Date of Birth		
					Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Divorced		
Place of Employment:			Hourly Pay Rate:		Hours worked weekly:		
Phone #			\$		Other Income: Tips: \$ _____ Bonuses: \$ _____ Commission: \$ _____ / mo. Unemployment: \$ _____ Workman's Comp: \$ _____ None: _____		
Pay frequency:			Training/Attending School? Yes No			SSI: Yes No	
<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly			Name of School:			TANF: Yes No	
Spouse Name			Date of Birth		Social Security (optional)		Cell Phone #:
<input type="checkbox"/> N/A							
Place of Employment:			Hourly Pay Rate:		Hours worked weekly:		
Phone #			\$		Other Income: Tips: \$ _____ Bonuses: \$ _____ Commission: \$ _____ / mo. Unemployment: \$ _____ Workman's Comp: \$ _____ None: _____		
Pay frequency:			Training/Attending School? Yes No			Email Address:	
<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly			Name of School:				
Veteran or Spouse of a Veteran: Yes or No			Foster Youth: Yes or No			Teen Parent: Yes or No	
						In School: Yes or No	
List each children in the home							
Name	Date of Birth	Race/ Hispanic	Sex	Social Security Number (optional)	Child Care Needed	Relationship to Applicant	Does child have a disability?
1.		Yes No	M F		Yes No		Yes No
2.		Yes No	M F		Yes No		Yes No
3.		Yes No	M F		Yes No		Yes No
4.		Yes No	M F		Yes No		Yes No
5.		Yes No	M F		Yes No		Yes No
6.		Yes No	M F		Yes No		Yes No
This section is required in order to determine if you meet the income eligibility. Proof of income will be required when funds become available and you are contacted for intake.							
HOUSEHOLD INCOME:							
Please include all household (gross) income from wages earned by all household members, child support, parental contribution, Social Security Benefits, TANF, Unemployment Insurance, Workman's Comp, and any other income received in the household.							
Gross Household Income \$ _____				Household Size: _____			
FOR OFFICE USE ONLY				Case #: _____			
Transitional: Y N				Teen Parent: Y N			
Children w/Special Needs: Y N				Veteran/Spouse Y N			
CCS Representative Name:		Waitlisted?	Date Entered:	Notification of WL Status Mail Date:		Stamp Date Received Here:	
		Yes					
		No					