



## CHILD CARE SERVICES PARENT REPORTING REQUIREMENTS

TWIST #: \_\_\_\_\_

Please read the information on this form carefully before you sign and date. Contact your child care worker immediately if you have any questions regarding the information or requirements on this form. **Please understand Child Care Services can end at any time if you become ineligible.**

### Reporting Requirements

Once Child Care Services have begun you must report any of the following changes within 14 calendar days.

- Permanent loss of job, training, or education
- Change of address, email, or phone number
- Change of child care provider
- Any changes to family size or income over the amount in the chart for your family size

Maximum Gross Income Eligibility for Child Care Services October 1, 2019 – September 30, 2020				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$ 872	\$1,742	\$1,888	\$ 3,775
3	\$1,077	\$2,152	\$2,332	\$ 4,663
4	\$1,282	\$2,562	\$2,776	\$ 5,552
5	\$1,487	\$2,972	\$3,220	\$ 6,440
6	\$1,692	\$3,382	\$3,664	\$ 7,328

**Failure to report the above changes may be grounds for suspected fraud and cause for Child Care Services to conduct fraud fact-finding or for the Texas Workforce Commission to initiate a fraud investigation.**

Additionally, you may report a:

- Reduction in income/hours or family size increase that could result in a decrease of your parent share of cost
- Temporary change in employment that could result in a decrease of parent share of cost.

Parent share of cost:

- Failure to make your payments to the provider timely could affect your child care.
- You may request a temporary parent share of cost reduction for extenuating circumstances.

If you have any questions, concerns, want to request a transfer or report a change, please contact your CCS Specialist or visit our website at [wfsolutions.org](http://wfsolutions.org) select *Contact Child Care Department*.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*The Texas Workforce Commission prosecutes fraud to ensure that child care funds are maximized for qualified families. To report suspected fraud, call the fraud hotline at 800-252-364.*



Lower Rio Grande Valley Workforce Development Board dba Workforce Solutions is an equal opportunity employer/program and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989/1-800-735-2988 (voice).