


Provider Updates

- Outreach and Enrollment - We are continuing to outreach families and enroll them. We have reached out to 3,161 families and received application from 482. Please continue to help us spread the word to families that are in need of childcare scholarships.
- POS Machines – You should have received a letter and/or email with instructions on returning the POS Machines. In order to avoid being charged or billed for unreturned POS device(s) you must return the equipment no later than April 30th, 2021. You will be charged \$300 if the equipment is not returned by May 1st, 2021.
 - Please call 866-320-8720 to get a return packet today, to ensure that you return that machine as soon as possible.
- Monthly Referral Report - Our team will be sending a monthly list with all active referrals which will include child's name, TWIST ID, and referral start/end dates. You should have received your report for April 2021. Please be on the lookout for that report each month, and let us know if you have any questions.
- Weekly Attendance – Only Relative Providers are required to submit full attendance each week.

Reporting Absences

Beginning April 1st, you are asked to report any child that has 5 consecutive absences. This should be submitted no later than the 6th day, but not before the absences have occurred.

- The report will be submitted online.
- Our staff review these reports and make a determination about being excused/unexcused.
- Families will receive notices after 15 and 30 consecutive unexcused days with a reminder about excessive absences. After 8 notices are received (40 consecutive unexcused days), the child will be removed from the program due to excessive absences.
- Please be sure to speak with families, as the referral will be ending after 8 notices.



WORKFORCE SOLUTIONS Capital Area
Connecting People to Jobs

5 Day Consecutive Absences Report

Provider Name *

License Number *

Name of Person Submitting Form *

First NameLast Name

Email Address *

Phone Number *

Quality Initiatives

- Training Opportunities Posted
 - 2020-21 Training Calendar posted on our Website (www.wfscapitalarea.com)
 - A few upcoming trainings:
 - 5/1- Honoring Diversity: A Framework for Understanding Differences
 - 5/15 - Making Connections with Families
 - 6/12- Social & Emotional Learning: SEL in the Preschool Classroom
- Texas Rising Star Providers
 - Please join us at our monthly TRS Director Meetings on the first Thursday of the month from 12-2pm or 6-8pm.
- Health & Safety Supplies Distribution
 - 203 Providers with 8,792 Children in Care
 - 7,350 Total Items Distributed

