

RELATIVE CARE

WORKFORCE SOLUTIONS CAPITAL AREA

What you need to know about providing child care
subsidy services in Travis County





BECOMING A RELATIVE CARE PROVIDER: What's Covered Here

Relative care providers are individuals who provide child care to a related child whose parent receives a child care scholarship from the state. This presentation will answer the following questions:

- How does the child care scholarship system work?
- Who can become a relative care provider?
- Where can I provide relative care (what residence)?
- What are the reimbursement rates for providing relative care?
- How do I apply? Part one: list your home.
- How do I apply? Part two: contract with Workforce Solutions Capital Area.
- What is required of me once I become a relative care provider? Enrollment, attendance reporting, payment, and parent fees.



How Does the Child Care Scholarship System Work?

Child care services awards child care scholarships to eligible low-income families in Travis County. Scholarship recipients are connected with over 400 early learning programs and get to choose the one that best fits their family needs. Sometimes, however, the best fit is to have a family member provide that care. In such cases, that family member can become a relative care provider by listing their home with Child Care Regulation and contracting with Workforce Solutions Capital Area. Once doing so, the relative care provider can be reimbursed by the state for the child care they provide.



Who Can Become a Relative Care Provider?

The Texas Workforce Commission Child Care Rules specify that child care subsidies are paid only to eligible relative care providers who are the child's:

- Grandparent
- Great-grandparent
- Aunt
- Uncle
- Sibling (over the age of 18 and not living in the child's home)

Proof of Relationship

To prove you are an eligible family member that falls into one of the relationship categories listed above, you will need to provide copies of birth certificates and, in some cases, a copy of a marriage license.



Where Can I Provide Relative Care?

In most instances, relative care providers are not allowed to provide care for a child in the child's home. Proof of residency must be provided showing that the provider lives outside the child's home (unless special circumstances are proven).

Providing Care in the Child's Home

Relative care providers shall not reside in the same household as the eligible child unless:

1. The eligible child is a child of a teen parent or
2. The parent provides documents that other child care provider arrangements are not reasonably available.

Factors used to determine the reasonable availability of child care include:

1. The parent's work schedule,
2. The availability of adequate transportation, or
3. The age of the child.

Providing Care in the Relative Provider's Home

These providers are required to "list" with the Department of Family and Protective Services (DFPS) Child Care Regulation. Listing your home requires:

1. A \$20 listing fee,
2. Installation of a carbon monoxide detector, and
3. A criminal background check conducted by DFPS on the provider and everyone in the provider's home who are aged 14 or older.

An individual appearing on the Texas Department of Public Safety's Offender Registry, pursuant to Chapter 62 of the Texas Code of Criminal Procedure, shall also not be eligible to be a relative child care provider.



What Are the Reimbursement Rates for Providing Relative Care?

How Much Will I Be Reimbursed?

As a relative care provider, you have your rates you charge for the child care you provide. The Texas Workforce Commission has set maximum daily reimbursement rates they pay relative providers (see chart to the right).

You will be reimbursed at your rate or at the TWC Board's maximum rate (whichever is lower), minus the parent's share of cost (PSOC).

Relative Provider Maximum Daily Reimbursement Rates

Infant 1 (0-11 mo)

Full-Time: \$14.44

Part-Time: \$14.25

Infant 2 (12-17 mo)

Full-Time: \$14.44

Part-Time: \$14.25

Toddler 1 (12-23 mo)

Full-Time: \$14.88

Part-Time: \$13.00

Toddler 2 (2 years)

Full-Time: \$14.88

Part-Time: \$13.00

Preschool 1 (3 years)

Full-Time: \$12.76

Part-Time: \$9.31

Preschool 2 (4 years)

Full-Time: \$12.76

Part-Time: \$9.31

Preschool 3 (5 years)

Full-Time: \$12.76

Part-Time: \$9.31

School Age (6-13 years)

Full-Time: \$12.00

Part-Time: \$6.08



How Do I Apply?

Part One: List Your Home

Your first step to become a relative care provider is to **list your home with Child Care Regulation**. It is not necessary to become a licensed or registered child care home. To learn more about how to list your home, please visit [our website](#), click “Become a Provider,” and read all the information pertaining to listed family homes.

Contact Information for Child Care Regulation

14000 Summit Drive, Suite 100
Austin, TX 78728
512-834-3426

Required Forms

Several forms are required to list your home with Child Care Regulation. The relative provider must fill out the forms completely. CCR will return incomplete forms to the applicant, which will delay the listing process. The required forms are as follows:

- Form 2986, Listing Permit Request
- Form 2760, Controlling Person – Child Care Regulation
- Form 2971, Child Care Regulation Request for Background Check
- Form 2974, Request for Risk Evaluation Based on Past Criminal History or Central Registry Findings

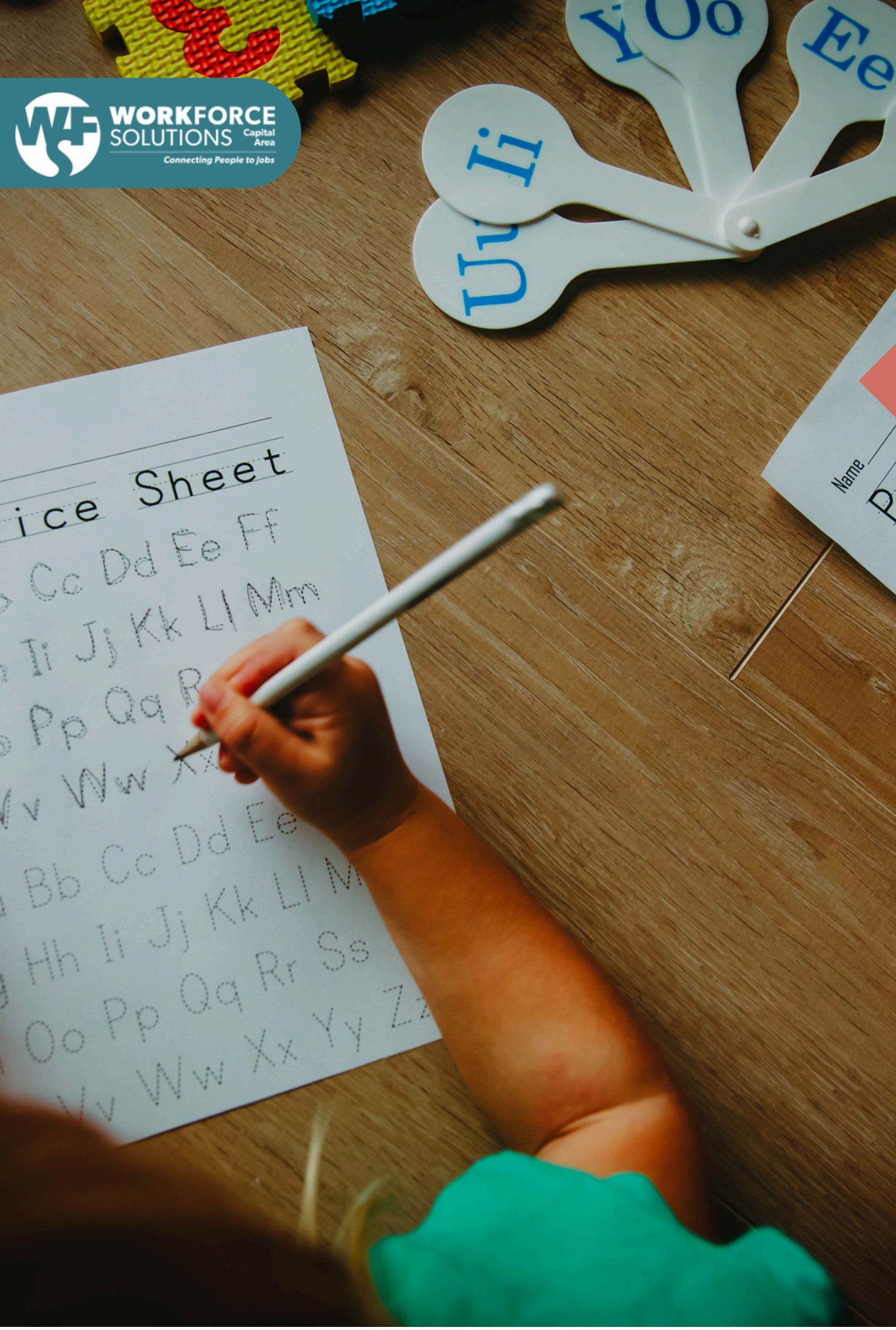
Location of Forms

The required forms can be found at the [CCRH Forms Page](#) of the Texas Health and Human Services Website.

Instructions for Completing Forms

Scroll Down to Listed Family Home Application and click on each individual form to access instructions for completion.

<https://www.hhs.texas.gov/providers/protective-services/providers/child-care-regulation/become-a-provider/become-a-child-care-home-provider/child-care-home-provider-application-forms>



How Do I Apply?

Part Two: Contract with WFSCA

Once you receive a "Notification of Listing for Relative Care" from Child Care Regulation, you must contract with Workforce Solutions Capital Area. Contracting with WFSCA allows you to receive reimbursement from the state for your services.

To start the contract process, contact the Workforce Solutions Capital Area Provider Services team at ccsproviderservices@wfscapitalarea.com. The provider services team will walk you through the contract application process, but you can expect to sign/submit the following documents:

Contractual Documents

1. **Program Information Form (PIF).** The PIF is a one-page overview of your listed home. It includes all the basic information for your home including your license number, managing board, contact information, owner type, and your daily reimbursement rates. This form will be completed by the Capital Area Provider Services team and will be signed by you before services are provided.
2. **Provider Agreement.** The Provider Agreement is your contract with Workforce Solutions Capital Area. It specifies your responsibilities as a listed relative home provider and will be signed by you before services are provided.

How Do I Apply?

Part Two: Contract with WFSCA

Other Required Documents

1. **Copy of the Listing Letter from Child Care Licensing.** Also known as the "Notification of Listing for Relative Care."
2. **Provider's Declaration of Employment Status.** Completed and signed by the provider.
3. **W-9.** This must be completed by the provider. The name must match the name on the Social Security Card.
4. **Copy of the provider's Social Security Card.**
5. **Copy of the provider's picture ID.**
6. **Proof of Residency.** This can be a copy of a utility bill, credit card statement, telephone bill, or mortgage/lease agreement.
7. **Direct Deposit Authorization Form.** Completed and signed by the provider.
8. **Voided Check or Bank Letter.** If the provider chooses to submit a bank letter, it must include the account number and routing number for the provider's account.
9. **Proof of Relationship Between the Relative Care Provider and the Child.**
Acceptable documents include birth certificates and marriage licenses. Please note if the relative provider has had a name change, documentation must be included to demonstrate the person on the older documents is the same person providing relative care.

What is Required of Me Once I Become a Relative Care Provider?

Enrollment

Enrollment begins the first day a child is scheduled to attend as authorized by us. As the care provider, you will receive a Notice of Communication from Workforce Solutions Capital Area. That form will include the authorization start and end dates.

The Notice of Communication will also indicate the type of care authorized (full time or part time). Full time care is defined as 6 or more hours of care per day. Part time care is defined as less than 6 hours of care per day.

You must never accept an enrollment without our authorization.

Attendance Reporting

Attendance must be reported to the state via the TX3C attendance system. Please visit tx3c.info for more information on how to set up the attendance system at your residence.

Payment

Providers are paid every two weeks via direct deposit. Workforce Solutions Capital Area processes payments prior to services rendered.



What is Required of Me Once I Become a Relative Care Provider?

Parent Share of Cost

Parents who receive child care services are required to contribute to the cost of the childcare you provide. This is called the parent share of cost (PSOC). It is your sole responsibility to collect the PSOC on Monday each week. You must report parents with unpaid PSOC by Wednesday after the missed Monday payment date.

To report non-payment of PSOC, please email nonpay@wfscapitalarea.com with the following information:

- Parent Name
- Case Number – also known as TWIST ID or ID
- Dates of missing payments

Workforce Solutions Capital Area will not reimburse providers for unpaid PSOC. Please report any unpaid PSOC so we can follow up with the family and determine if they qualify for reduction in PSOC.

**PROMOTING
POSITIVE
CHILD OUTCOMES**



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