



WS 09-04

January 08, 2009

To: Career Office Contractors
Payment Office

FROM: Rodney Bradshaw
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Lucretia Hammond

SUBJECT: Managing Financial Aid: Change to Child Care Financial Aid Eligibility

Purpose

Update eligibility requirements for child care financial aid

Background

The Texas Workforce Commission has amended eligibility for child care financial aid to require verification of children's citizenship/immigration status.

Because a child is the primary beneficiary of this kind of financial aid, we must document citizenship/immigration status for each child whose parent receives assistance from us.

Changes to Eligibility

To benefit from child care financial aid, a child must be a U.S. citizen or a legal immigrant.

Staff will require customers to provide documentation of U.S. citizenship or legal immigrant status for each child on whose behalf the customer is applying for child care financial aid.

- **Desk Aids.** Our staff desk aid—*Validating and Entering Qualifications for Workforce Solutions Financial Aid*—contains a list of acceptable documentation. Our staff desk aid - *Financial Aid Qualifications* –contains a list of eligibility criteria. We've provided the updated desk aids as attachments to this issuance.

- **Documenting age and citizenship.** Some of the documents we currently obtain to prove a child's age also verify citizenship/immigrant status. Staff may use the same document to verify both age and citizenship if appropriate.
- **For Current Customers.** Staff must document citizenship or immigration status for current customers when re-determining eligibility.
- **Wait List.** We do not currently require documentation of citizenship or immigration status before placing a parent on the wait list.
- **Paper File.** Make sure you keep documents or copies of documents verifying a child's citizenship or legal immigration status and age in the parent's file.
- **MIS.** Add a comment in the Child Care Service Delivery System (CCSD) to show you have verified each child's citizenship or immigrant status.

Example of a comment to add to CCSD:

Topic: Citizenship

Comment: Citizenship verified for John and David Smith. See copies of birth certificates on file.

Quality Assurance

We are updating our quality assurance guides to include the new requirements. We will question eligibility of any customer without proper documentation for her child's citizenship or immigration status—and may ultimately disallow financial aid authorized by a contractor—for eligibility determinations beginning January 12, 2009.

Action

Make sure that all office managers, supervisors, and other appropriate staff are aware of the changes to child care financial aid eligibility.

Questions

Staff with questions should speak to their supervisors or managers first. Address questions for Board staff to Lucretia Hammond lucretia.hammond@wrksolutions.com or Ginger Rogers ginger.rogers@wrksolutions.com at 713.627.3200 or through the electronic Q&A.

Attachments

- Validating and Entering Qualifications for Workforce Solutions Financial Aid
- Financial Aid Qualifications