



WS 10-17

June 10, 2010

TO: Career Office Contractors
Payment Office

FROM: Rodney Bradshaw
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SUBJ: Managing Financial Aid: Change to Child Care Financial Aid Eligibility

Purpose

Update eligibility requirements for child care financial aid.

Background

The Gulf Coast Workforce Board recently approved to change the number of hours a customer must work and/or attend school or job search classes - from 30 hours to 25 hours each week - to be eligible for Workforce Solutions child care financial aid.

Effective June 10, 2010, customers who work and/or attend school or job training classes for at least 25 hours each week and meet all other applicable criteria may be eligible for child care financial aid.

Updated Staff Guidance

We updated the parent handbook and relevant letters listed below and posted these to the Workforce Solutions website <http://www.wrksolutions.com/staff/childcarelettersforms.html>.

- Parent Handbook
- Child care letters:
 - Placed on a wait list
 - Called from the wait list
 - Called from the wait list letter – disabled child
 - Notice to recertify letter from FA office
 - Stopping care – career offices

- Ineligible for initial care
- Open enrollment letter

We updated the following desk aids and posted these to our website

<http://www.wrksolutions.com/staff-resources/services-we-offer/financial-aid-services#Desk-Aids>

- Financial Aid Qualification Desk Aid
- Responding to Inquiries about Child Care Financial Aid
- Managing Financial Aid – Desk Aid for Child Care (TANF and SNAP)

Action

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

Questions

Staff should first ask questions of their managers or supervisors. Direct questions for Board staff to the staff web Q&A at <http://wrksolutions.com>.