



<b>WS 16-02 - Revised</b>
<b>September 30, 2016</b>
<b>Financial Aid</b>
<b>Expires: Continuing</b>

To: Career Office Contractors  
Financial Aid Payment Office  
Call Center

FROM: Mike Temple  
David Baggerly  
Lucretia Hammond

SUBJECT: Child Care Parent Agreement and Parent Handbook

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## Purpose

This issuance provides revisions to Parent Agreement form and an updated Parent Handbook

## Background

Due to changes in the rules governing financial aid for child care, we revised the Parent Agreement form. There are two Parent Agreement forms. One is the [Parent Agreement – Choices and SNAP E&T](#) and the other [Parent Agreement](#) covers all other customers receiving financial aid for child care. We also revised the [Parent Handbook](#), to bring this information in line with new procedures and guidelines.

## Action

1. Make sure staff remove the old Parent Handbook and Parent Agreement forms and begin using the new forms and instructions effective immediately.
2. Make sure all staff knows how to help a customer apply for financial aid for child care without requiring the customer to come to the office.
3. Make sure staff knows how to help a customer use the Child Care Automated Attendance tracking system.

## Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the [Submit a Question](#) link.