



<b>WS 16-12</b>
<b>September 30, 2016</b>
<b>Financial Aid</b>
<b>Expires: Continuing</b>

To: Career Offices  
Financial Call Center  
Financial Aid Payment Office

FROM: Mike Temple  
David Baggerly  
Lucretia Hammond

SUBJECT: Managing Financial Aid – Parent Share of Cost

---

## Purpose

Provide updated guidance regarding Parent Share of Cost to comply with changes to Texas rule and in keeping with Issuance 16-07 Changes for Financial Aid Process and Procedures. This Issuance replaces WS 12-15.

## Background

Amendments in 2014 to the federal Child Care and Development Block Grant—which powers Workforce Solutions’ financial aid to families for child care—have resulted in changes to the Texas rules effecting our processes and procedures.

## Action

1. Make sure all office managers, supervisors, and staff are aware of and implement use of the updated guidance found in the [Parent Share of Cost Desk Aid](#) when determining Parent Share of Cost for child care financial aid.
2. Use the [Discount to Parent Share of Cost Worksheet – October 2016](#) and discard previous versions.
3. These instructions are in force as of October 1, 2016.

## Questions

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