



WS 18-04 Change 7
Issued: June 30, 2022
Effective: Immediately
Financial Aid
Expires: Continuing

To: All Contractors

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Subject: Managing Financial Aid – Child Care Standards and Guidelines

Purpose

Update standards and guidelines for authorizing, delivering, supporting, and ending financial aid for early education/child care.

This issuance is effective the date on this letter or the date notification regarding the change was sent. This issuance updates WS 18-04 Managing Financial Aid – Child Care Standards and Guidelines Change 6 issued April 4, 2022.

Key Changes

- We added guidelines for:
 - the waiting list,
 - board-to-board transfers, and
 - Support Center staff when authorizing child care services for parents/caretakers who were referred by the Department of Family Protective Services (DFPS).
- We updated duties and responsibilities of the Financial Aid Support Center, Financial Aid Payment Office and Early Education contractor.
- We added timely-data entry (no later than five business days from receipt) as a requirement for Support Center and Payment Office staff.

Summary

1. We show new, updated, or revised standards and guidelines in ***bold italics***.

2. We show deleted standards or guidelines with a ~~strike through~~.
3. The updated standards and guidelines are effective as of the date of this issuance. Information you received regarding changes prior to this date are effective upon the date of receipt.

Action

- Make sure all staff at every level understand and follow the information included in the updated [child care standards and guidelines](#).

Questions

Please direct questions about these changes to us through the electronic [Issuance Q&A](#).