



# Application for Financial Aid

## PARENT AGREEMENT FOR USE OF THE CHILD CARE ATTENDANCE CARD

Before we provide financial aid for child care, Workforce Solutions expects your cooperation. The parent or parents receiving Workforce Solutions financial aid for child care must read the statements below and sign in the space provided at the bottom of this page.

### 1. *Reporting Attendance. I understand:*

- I must use the attendance card to report my child's attendance and absences;
- If I don't report attendance or absences using the attendance card, my child care financial aid will be terminated and I will be responsible for payment;
- I can designate up to three individuals as alternate cardholders to report attendance/absences on my behalf; and
- The secondary cardholder must be at least 16 years old, unless the individual is the child's parent;
- I (or my alternate cardholders) must review the receipt generated by the attendance card machine to confirm my child's attendance is approved for the day.
- I must inform Workforce Solutions when my attempt to record attendance is denied or rejected and cannot be corrected at the child care provider site. If I do not inform Workforce Solutions, the failure to report attendance may result in an absence or I may be responsible for paying my provider.

Parent's Initials \_\_\_\_\_

### 2. *Security Agreement Requirements for the Attendance Card.*

- I will not let any other individual, child care provider, or its owner, director, assistant director, or employees to possess, accept, use my card or PIN, (or my alternate cardholders' card or PIN), to perform the attendance/absence reporting function on my behalf.
- I will not designate the child care provider staff, owner, director, or assistant director as an alternate cardholder.
- I am responsible for any misuse of the attendance card by my alternate cardholders.
- I am responsible for informing alternate cardholders of these requirements and their responsibility for using the attendance card.
- I will report misuse of my attendance cards and/or PINs to Workforce Solutions.
- I understand that if I (or my alternate cardholders) misuse the attendance card and/or PIN, my child care financial aid will be terminated.

Parent's Initials \_\_\_\_\_

**Workforce Solutions will take appropriate action against anyone who fails to abide by the above security requirements for the attendance card, including closing intake to a vendor holding a card, moving children to another vendor selected by the parent, withholding vendor payments or reimbursement of costs incurred, termination of the parent's child care financial aid, recoupment of funds, and up to filing criminal charges with the appropriate authorities.**

*(Parental Agreement continued on back)*



# Application for Financial Aid

## PARENT AGREEMENT FOR USE OF THE CHILD CARE ATTENDANCE CARD (CONTINUED)

### Parent's Acknowledgement:

- I understand it may be considered stealing if I continue to receive child care financial aid and I don't notify Workforce Solutions within 10 days of any changes in my work, training, or education status; my income; benefits; family; or marital status.
- I understand if I fail to notify you within 10 days of any change, criminal charges may be filed against me, child care financial aid will be terminated, and I'll have to repay the amount owed. These are the consequences if I fail to report any change in status discussed above.
- I also acknowledge, I received the Child Care Parent Handbook and my questions were answered.
- I give permission to the Gulf Coast Workforce Development Board to contact a third party to verify income, family size and child support or to use Social Security numbers listed in the financial aid application for identification and verification of Social Security benefits, income and child support.
- I understand that a person who obtains or attempts to obtain by fraudulent means, services to which the person is not entitled, may be prosecuted under applicable state and federal laws.
- I understand that if I (or my alternate cardholders) misuse the attendance card (and/or PIN) the following actions will occur:
  1. The first time I (or my alternate cardholders) give or allow a provider to keep on-site and (/or) use one or more attendance cards (and/or PIN), Workforce Solutions' representative will take the card and notify me where to call to get the card back.
  2. The second time I (or my alternate cardholders) give or allow a provider to keep on-site and (/or) use one or more attendance cards (and/or PIN), Workforce Solutions will discontinue my financial aid.
  3. When Workforce Solutions discontinues financial aid because I leave my card with an unauthorized person, I will not be able to re-apply for child care financial aid for at least 30 days from the date of the discontinuation.

Parent's Signature: \_\_\_\_\_

WFS Staff Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_