

# Initial Job Search Child Care-TWIST Desk Aid

1. To establish a Job Search Program Detail (PD), staff will update information on the Family Tab in The Workforce Information System of Texas (TWIST) 'Reason for Care' as '1- Employment' and by choosing 'blank' in the 'Child Care Referred by' field:

The screenshot shows the 'Family' tab in the TWIST system. The 'Reason for Care' dropdown is set to '1 - Employment'. The 'Child Care Referred By' dropdown is set to a blank field. The 'Special Project' dropdown is also blank. The 'Total Weekly Work Hours' is set to 0. The 'Household Dependents' table below shows one child named Squidward Squarepants, born 02/01/2020, with a child care required status of 1.

Delete	Relationship	SSN	First Name	MI	Last Name	DOB	Age	Child Care Required	CCAA Child Number	Date Added to Waitlist
<input type="checkbox"/>	3 - Child	- -	Squidward		Squarepants	02/01/2020	1	1	1	00/00/0000

Next, staff choose '12-Job Search' from the 'Special Projects' drop-down menu:

The screenshot shows the 'Family' tab in the TWIST system. The 'Special Project' dropdown is set to '12 - Job Search'. The 'Reason for Care' is still '1 - Employment'. The 'Child Care Referred By' is still blank. The 'Total Weekly Work Hours' is 0. The 'Household Dependents' table below shows one child named Squidward Squarepants, born 02/01/2020, with a child care required status of 1.

Delete	Relationship	SSN	First Name	MI	Last Name	DOB	Age	Child Care Required	CCAA Child Number	Date Added to Waitlist
<input type="checkbox"/>	3 - Child	- -	Squidward		Squarepants	02/01/2020	1	1	1	00/00/0000

**Note:** Staff will need to save their progress as they move along the process of creating the new program detail.

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The screen will look like this when the correct options are selected:

Customer Information: SSN: --, Name: Spongbob Squarepants, Birth Date: 01/09/1990, Phone: (512) 426-5555, Ext: , TWIST ID: 18708664

Family Information:

- Family Status: 1 - Parent in One-Parent Family (Selected)
- Marital Status: 1 - Single (Selected)
- Head of Household:
- Total Family Assets Do Not Exceed \$1 Million:
- Non-Custodial Parent:
- Dependent Under 18: 1
- Number in Family: 2
- Number in Family (Child Care): 2
- Primary Language Spoken at Home: 1 - English (Selected)
- Reason for Care: 1 - Employment (Selected)
- Child Care Referred By: (Empty)
- Special Project: 12 - Job Search (Selected)
- Non-Traditional Hours:
- Total Weekly Work Hours: 0
- Total School/Train Hours: 0
- Eligibility Start Date: 00/00/0000
- Eligibility End Date: 00/00/0000

Household Dependents:

Delete	Relationship	SSN	First Name	MI	Last Name	DOB	Age	Child Care Required	CCAA Child Number	Date Added to Waitlist
<input type="checkbox"/>	3 - Child	--	Squidward		Squarepants	02/01/2020	1	1	1	00/00/0000

**Note: Staff should verify that zero income is located in the Income Tab before creating the PD.**

2. To create the PD, staff navigate over to the Program Detail in Menu Selections and right click to add a new PD:

WDA: | 15 - Rural Capital Area WDB

Customer Search: SSN: --, Last: , First: , WIST ID:

Customer Information: SSN: --, Name: Spongbob Squarepants, Birth Date: 01/09/1990, Phone: (512) 426-5555, Ext: , TWIST ID: 18708664

Program	Application Date	Initial Appointment Date	Petition Number	Exit Date	Initial Enrollment Date	Eligibility Start Date
Child Care	00/00/0000	00/00/0000		00/00/0000	00/00/0000	05/31/20

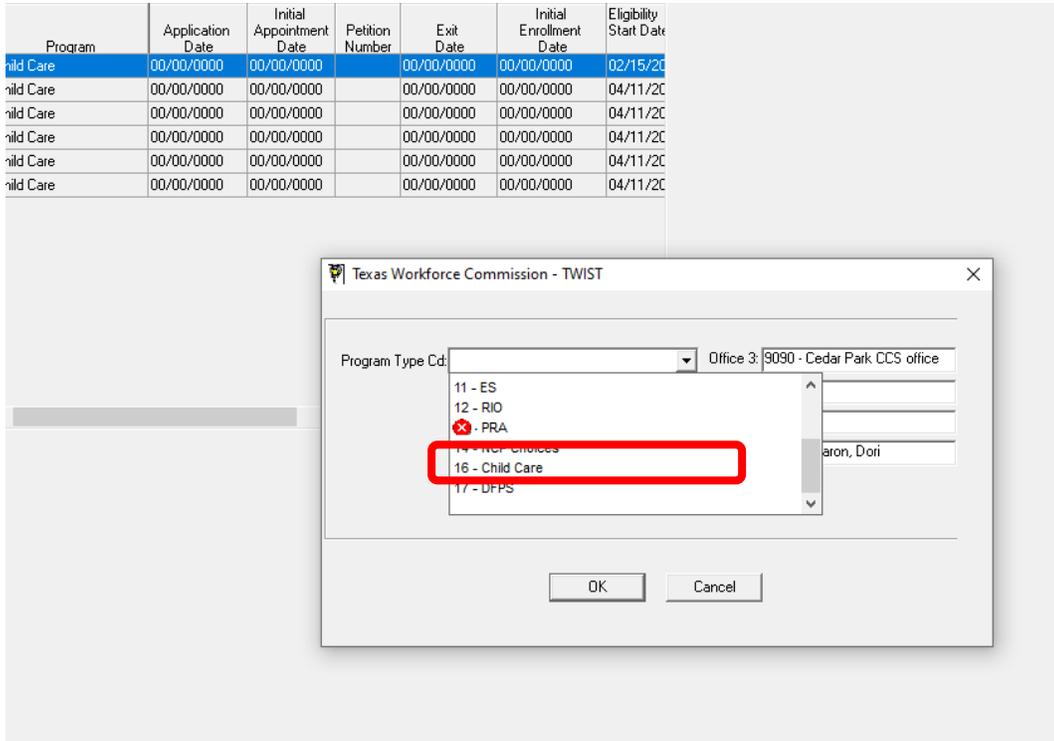
Menu Selections:

- Intake - Common
- Eligibility
- Program Detail (Selected)
- Child Care
- Assessment
- Service Tracking
- Counselor Notes
- Change SSN
- TANF History
- SNAP E&T History
- Customer Calendar
- Performance Data
- Common Measure
- Delete Customer

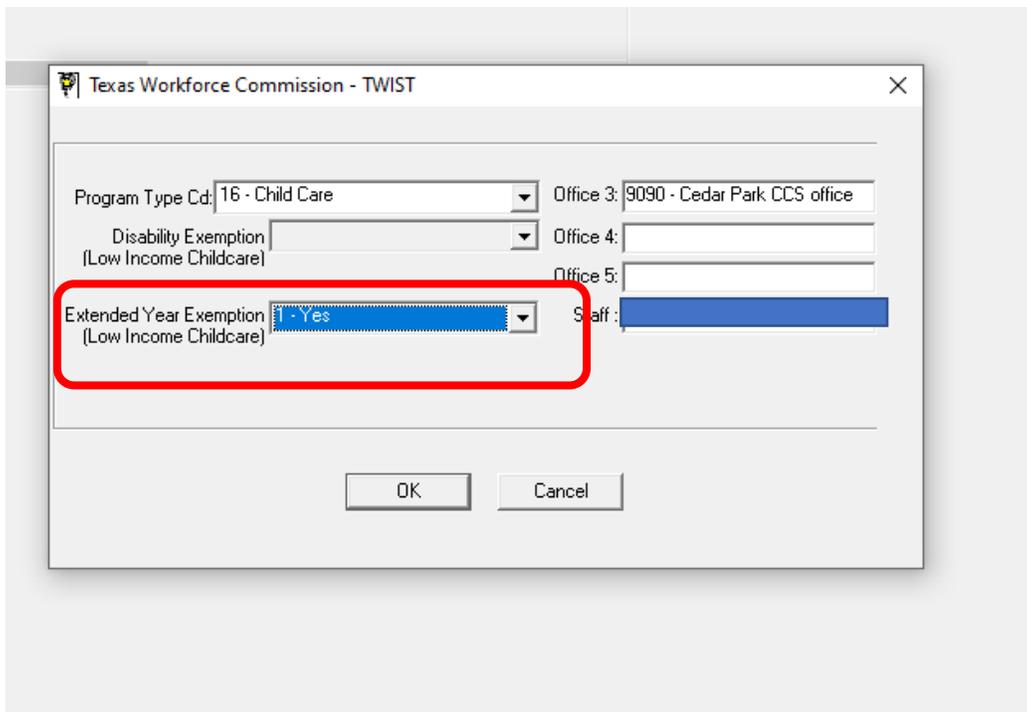
Context Menu: Cut, Copy, Paste, Select All, Insert, Add (Selected), Delete

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- When the next screen appears, staff select '16-Child Care' from the 'Program Type Cd' drop-down menu and click 'ok':



Next step is to select 'Extended Year Exemption' and choose 'Yes' from the drop-down menu and click 'ok':



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This will create the PD. The system will automatically default to 12 months so staff must change the end date manually. Staff must choose the correct eligibility end date based on the three months of child care allowed for initial job search:

WDA: 15 - Rural Capital Area WDB

Customer Search  
 SSN: -- --  
 Last:   
 First:   
 TWIST ID:   
 Advanced Search

Customer  
 SSN: -- -- Name: Spongbob Squarepants  
 Birth Date: 01/09/1990 Phone: (512) 426-5555 Ext: TWIST ID: 18708664

Program Summary | Eligibility Summary | Eligibility Detail | Characteristics | Employment History

Eligibility Start Date: 05/31/2021 Eligibility End Date: 08/31/2021  
 Eligibility Characteristics: 10 - Low Income

Terminate Eligibility Period Termination Date Termination Reason  
 00/00/0000

Inactive Date: 00/00/0000

Office 3: 9090 - Cedar Park CCS office Program Type: Child Care  
 Office 4: Staff:   
 Office 5: WDA: 15 - Rural Capital Area WDB

	Address	City	State	Zip	County
Mailing	1234 Main Street	Round Rock	TX	78681	491 - WILLIAMSON
Residence (Same)	1234 Main Street	Round Rock	TX	78681	491 - WILLIAMSON

**Note: When saving a PD for less than 12 months, a warning edit will appear notifying staff and staff will choose 'Ignore and Save' to proceed.**

- Staff enter the child care referral information on the 'Referral' tab based on child care provider selection.
- Staff navigate to 'Share of Cost' tab and verify that authorized Parent Share of Cost (PSOC) amount displayed is zero. The amount that was initially assessed based on the Board's Income table (highest amount for family size and children in care) should be clearly explained in a TWIST Counselor Note and also communicated to the family:

Program Summary | Eligibility Summary | Eligibility Detail | Characteristics | Employment History | Education | Family | Income | Referral | Share of Cost

Parent Share of Cost

Copy System Calculations

Provider Name	System	Authorized	May 21	Jun 21	Jul 21	Aug 21
System	Round Rock Montessori School	15 - Rural Capital Area WDB	\$0	\$0	\$0	\$0
Authorized	Round Rock Montessori School	15 - Rural Capital Area WDB	\$	\$	\$	\$

Subsidy

Provider	Subsidy Amount	Start Date	End Date