



## **How to Receive Payments from Workforce Solutions to Care for a Child Related to You**

**People who care for children related to them must meet the following criteria to become eligible to receive payments from Workforce Solutions:**

- Be a grandparent, great-grandparent, aunt, uncle or a sibling of the child and over 18 years of age;
- Maintain a separate residence from the family receiving child care financial aid<sup>1</sup>; and
- Be listed with the Texas Department of Family and Protective Services (TDFPS) and maintain your listing status while you are providing care for your relative, by renewing annually **and**
- The child's parent has applied and is eligible to receive the child care financial aid subsidy

**Steps to become eligible to receive Workforce Solutions Payments for caring for your relative child:**

### **STEP 1: Become a Day Care Home Provider listed with Texas Department of Family and Protective Services**

For information on becoming listed in the State of Texas, please contact the TDFPS licensing office at 713-940-3009 or at the following link:

[http://www.dfps.state.tx.us/Child\\_Care/About\\_Child\\_Care\\_Licensing/become\\_home\\_provider.asp](http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/become_home_provider.asp)

### **STEP 2: Request a Workforce Solutions "Relative Vendor" application packet**

Call the Financial Aid Payment Office at 888-469-5627 (select option 2 for vendors) to obtain a "Relative Vendor" application packet.

### **STEP 3: Complete and return the Workforce Solutions Relative Vendor application packet along with a copy of your TDFPS Notification of Listing to:**

Attn: Customer Service  
Workforce Solutions, Financial Aid Payment Office  
P.O. Box 741361  
Houston, TX 77274-1361

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<sup>1</sup> Some exceptions may apply. Contact the Workforce Solutions Financial Aid Payment Office for additional information.

Fax: 713-974-7983

Email: [fa.office@wrksolutions.com](mailto:fa.office@wrksolutions.com)