



Workforce Solutions

A Guide to Parent Share of Cost

There are a number of parts to determining Parent Share of Cost. This Guide will present these parts and guide staff to correctly determining the Parent Share of Cost.

TWIST System Calculations

TWIST will automatically determine a Parent Share of Cost derived from the Gross Monthly Income and the number of children in care. In TWIST, these are the System Calculations.

The System Calculations also attach the Parent Share of Cost to the provider.

The System Calculations automatically apply a discount if the Referral Type is “Blended” or “Part”

When you select Copy System Calculations, TWIST will copy the System values into the Authorized values.

We use the System Calculations to determine Parent Share of Cost with one exception.

Program Summary		Eligibility Summary		Eligibility Detail		Characteristics		Employment History		Education		
Family		Income		Referral		Share of Cost		Attendance				
Parent Share of Cost												
Copy System Calculations												
				System		91.44	120.00	79.99	60.00	48.00	40.01	22.85
				Authorized		172.00	159.00	159.00	159.00	159.00	159.00	159.00
Provider Name		WDA		Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11		
System	Learning Center - E	2	WDA	.00	.00	.00	.00	.00	.00	.00	22.85	
Authorized	Learning Center - 8	2	WDA	172.00	159.00	159.00	159.00	159.00	159.00	159.00	159.00	

If the Family Size for the customer is more than six (there are seven or more family members) **and** the Referral Type is not “Blended” or “Part”, staff will manually apply the discount for customers with a family size greater than six.

Staff will use the attached document, Discount to Parent Share of Cost Worksheet to determine the discounted Parent Share of Cost. Staff will record the **Adjusted Parent Share of Cost** in the Authorized row for each month the customer is scheduled to receive Financial Aid for Child Care. Staff will maintain a copy (physical or electronic) of the completed document in the customer's file.

Selecting the Provider that will collect Parent Share of Cost

If the customer uses more than one child care provider, TWIST will automatically apportion the Parent Share of Cost among the different providers.

To simplify the Parent Share of Cost process, staff will select one provider to collect Parent Share of Cost. This means the customer will pay the full Parent Share of Cost to one provider and will not pay a portion of the Parent Share of Cost to several providers.

Staff will adjust the apportioned Parent Share of Cost in the Provider section (See example above) by recording the full Parent Share of Cost in the Authorized line for one provider and by using the Authorized line to remove the Parent Share of Cost from any other provider.

Include the customer in the decision process of which provider will collect the Parent Share of Cost.

Applying Parent Share of Cost

The state will convert Parent Share of Cost information from CCSD into TWIST. Do not apply this guide for determining Parent Share of Cost unless you have a new application for financial aid for child care or you are re-determining eligibility for financial aid for child care.

Use the TWIST System Calculations for Parent Share of Cost as described above only when:

- You are taking a new application for financial aid for child care; or
- You are re-determining eligibility for financial aid for child care.

Please direct questions to sharron.powell@wrksolutions.com or david.baggerly@wrksolutions.com.

Attachment

Discount to Parent Share of Cost Worksheet