



TWS 06-04 Change 01

February 20, 2007

To: The WorkSource contractors and staff

From: Rodney Bradshaw
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Subject: Child Care Financial Aid Eligibility: Determining Parental Status

Purpose

Change eligibility procedure for a customer who requests child care financial aid for a child that is not her biological, adoptive or step child.

Background

Currently when we have requests from non-parents or guardians seeking child care financial aid, we ask our customers to describe for us why the children are in their custody. We have not required documentation to prove that customers who don't have legal guardianship are in a custodial relationship.

Effective immediately, we are changing our child care financial aid eligibility procedure for customers who request the assistance for children who are not their biological, adoptive or step children.

New Definition of Parent

The WorkSource will now recognize a customer as a guardian authorized to request child care financial aid when she or he meets the following definition of a parent:

An individual who is responsible for the care and supervision of a child and is identified as the child's natural parent, adoptive parent, stepparent, legal guardian, or person standing *in loco parentis* (i.e., "in place of a parent").

There are no changes to the definitions we use or documentation we require for biological, adoptive or step parents or for legal guardians.

However, if a customer is none of these and claims to stand *in loco parentis* for a child, that customer must meet the criteria specified in Attachment 1 to this Issuance.

Waiver

If we deny child care financial aid to a customer because she or he does not meet the new definition of a parent, the customer may request a waiver. Attachment 2 contains the waiver procedure.

Action

1. Make sure that all office managers, supervisors and financial aid specialists are aware of the changes to the definition of a parent, the new procedures for determining *in loco parentis* status, and the waiver procedure.
2. Make sure that all offices use the new definition of parent and new procedures when determining eligibility for child care financial aid.
3. Make sure that quality assurance reviews incorporate the new definition of parent and the new procedures.

Questions

Direct questions first to your supervisor and office managers. Direct questions for Board staff to millie.foster@theworksource.org or betty.drake@theworksource.org or submit questions through the electronic Q&A at <http://theworksource.org>.

Attachment 1: Determining a Customer as *in loco parentis*

Attachment 2: How to Request a Waiver for Parent Status