

The WorkSource Issuance 06-04 Change 01
February 20, 2007
Child Care Financial Aid

Attachment 2
How to Request a Waiver for Parent Status

If The WorkSource denies a customer child care financial assistance because she does not meet the current definition for a parent, the customer may request a waiver.

Use the following procedure to help a customer request the waiver:

1. Staff (usually a Financial Aid Specialist or Financial Aid Specialist Tracker) offers a customer the opportunity to request a waiver of our parental status requirements
2. Staff pulls the Waiver Request Letter from the WorkSource website
3. The customer provides information and documentation necessary to complete the request
4. Staff reviews the information on the request with the customer for accuracy
5. Staff prints the final version and ask the customer to sign the request
6. Staff forwards signed waiver and documentation to a supervisor for review
7. Staff or supervisor mails the waiver to:

Chair Diane Rath
Commissioner Ron Lehman
Commissioner Ronald G. Congletom
Texas Workforce Commission
101 East 15th Street, Room 440T
Austin, Texas 78778-0001

and mails a copy to:

Angela Bergaila
Gulf Coast Workforce Board
PO Box 22777
Houston, Texas 77227-2777

**Definition of Parent
Waiver Request Letter**

Chair Diane Rath
Commissioner Ron Lehman
Commissioner Ronald G. Congleton
Texas Workforce Commission
101 East 15th Street, Room 440 T
Austin, Texas 78778-0001

RE: Request for Waiver

Name of Individual Requesting the Waiver

Address (Street, City, State, ZIP)

Relationship to the Child(ren): _____

Name of Child(ren): _____

I, _____, request a waiver because the parent(s) of the child(ren) is:

_____.

I am providing the following documentation in support of my request:

Documentation Verifying Reason Parent is Unavailable: _____

Documentation Verifying Individual Requesting Waiver is Responsible for the Child(ren):

Signature of Individual Requesting Waiver

Date

Signature of Staff Member
Assisting Individual (Optional)

Date