



Application for Financial Aid

PARENT AGREEMENT FOR USE OF THE CHILD CARE AUTOMATED ATTENDANCE CARD

Before we provide financial aid for child care, Workforce Solutions expects your cooperation. The parent or parents receiving Workforce Solutions financial aid for child care must read the statements below and sign in the space provided at the bottom of this page.

1. Reporting Attendance. I understand:

- I must use the Child Care Automated Attendance (CCAA) system to report my child’s attendance;
- if I don’t report attendance or absences using the attendance card, my child care services will be terminated;
- I can designate up to three individuals who are 18 years of age or older, as alternate card holders to report attendance/absences in my behalf; and
- I (or my alternate cardholders) must review the receipt generated by the attendance card machine to confirm my child’s attendance is approved for the day.

Parent’s Initials _____

2. Security Agreement Requirements for the Attendance Card.

- I will not let any other individual, vendor, or its employees possess, accept, use my card or PIN, (or my alternate cardholders’ CCAA card or PIN), to perform the attendance/absence reporting function on my behalf.
- I am responsible for any misuse of the attendance card by my alternate cardholders.
- I will not designate vendor staff to swipe my CCAA card or the card of my alternate cardholders to enroll or report attendance at the child care facility.
- I will report misuse of CCAA cards and/or PINs to Workforce Solutions.

Parent’s Initials _____

Workforce Solutions will take appropriate action against anyone who fails to abide by the above security requirements for the CCAA system, including closing intake, moving children to another vendor selected by the parent, withholding vendor payments or reimbursement of costs incurred, termination of child care services, recoupment of funds, and up to filing criminal charges with the appropriate authorities.

Parent’s Acknowledgement:

- I understand it may be considered stealing child care services if I continue to receive child care and I don’t notify Workforce Solutions within 10 days of any changes in my work, training, or education status; my income; benefits; family; or marital status.
- I understand if I fail to notify you within 10 days of any change, criminal charges may be filed against me, child care will be terminated, and I’ll have to repay the amount owed. These are the consequences if I fail to report any change in status discussed above.
- I acknowledge, I received my Family Employment Plan and understand I must cooperate with the requirements of my plan or I will lose my cash assistance, Medicaid and Workforce Solutions financial aid including the financial aid that pays for my child care.
- I also acknowledge, I received the Child Care Parent Handbook and my questions were answered.
- A person who obtains or attempts to obtain by fraudulent means, services to which the person is not entitled may be prosecuted under applicable state and federal laws.

Parent’s Signature: _____

WFS Staff Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____