



WS 18-04 Change 8
Issued: October 19, 2022
Effective: Immediately
Financial Aid
Expires: Continuing

To: All Contractors

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Subject: WS 18-04 Managing Financial Aid – Child Care Standards and Guidelines

Purpose

Update standards and guidelines for authorizing, delivering, supporting, and ending financial aid for early education/child care.

This issuance is effective the date on this letter or the date notification regarding the change was sent. This issuance updates WS 18-04 Managing Financial Aid – Child Care Standards and Guidelines Change 7 issued June 30, 2022.

Key Changes

- We added:
 - Direct referrals from a recognized Pre-K or Head Start/Early Head Start partnership under the first priority group;
 - Parents with children who are receiving child care services based on eligibility for time-limited special projects under the third priority group.
 - Guidelines for eligibility for customers who are seeking employment or engaging in job search as meeting the activity requirement during the initial job search period.
 - The requirements for customers who qualify under initial job search child care to:
 - Be registered in WorkInTexas and referred to a career office for assistance with gaining employment;

- Continue receiving child care beyond the three-month period, parents must meet minimum activity requirements (25 hours per week with a minimum of 12 hours in employment for a single-parent family or 50 hours per week with a minimum of 25 hours in employment for a dual-parent family);
- Be limited to one job search period in a 12-month eligibility period.
- Guidelines for parents receiving child care services while enrolled in an educational/training program.
 - Educational/training program was updated to a program that leads to a high school diploma, certificate of high school equivalency, or an undergraduate degree from an institution of higher learning.
 - Parents can receive child care services for a cumulative total of 60 months if they demonstrate they are making progress towards successful completion of a job training or educational program.
- We separated tax refunds and tax credits from onetime cash payments.
- We updated the 30% discount for customers receiving child care services at a Texas Rising Star-certified provider to **exclude** Texas Rising Star entry-level designated providers.

Summary

1. We show new, updated, or revised standards and guidelines in ***bold italics***.
2. The updated standards and guidelines are effective as of the date of this issuance. Information you received regarding changes prior to this date are effective upon the date of receipt.

Action

- Make sure all staff at every level understand and follow the information included in the updated [child care standards and guidelines](#).

Questions

Please direct questions about these changes to us through the electronic [Issuance Q&A](#).