



Child Care Services Waitlist Overview

Finding a way to pay for child care is a constant challenge for many families who are working, attending school/training program, or searching for work. Workforce solutions provides child care scholarships to eligible parent (s) to help pay for the cost of child care with the Child Care Services (CCS) program. Although a waitlist is in effect, families will be contacted in the order they are placed onto the waitlist once a slot becomes available.

Minimum Eligibility Requirements:

- The family must reside within Hidalgo, Willacy, or Starr County.
- Child(ren) must be a U.S citizen or legal immigrant, AND
 - Be under 13 years of age; OR
 - Be a child with disabilities under 19 years of age.
- The family’s household total gross income must not exceed 85% of the *State Median Income* (see **Income Guidelines Chart**).
- Parent(s) must
 - Need child care to search for work¹, OR
 - Be employed, in school, or in training² for a minimum of:
 - o 25 hours per week for a single parent household; OR
 - o 50 hours combined per week for a two-parent household

Income Guidelines Chart

Gross Monthly Income
October 1, 2022-September 30, 2023

Family Size*	85% SMI**
2	\$4,276
3	\$5,283
4	\$6,289
5	\$7,295
6	\$8,301
7	\$8,490
8	\$8,679
9	\$8,867
10	\$9,056

*Family size consists of parent(s)/spouse and any other person in the home that can be claimed as dependents on a federal tax return or a minor who is the responsibility of the parent/applicant. **Income does not include federal or state assistance or child support.

Required Documents: Be prepared to submit documents listed below once contacted by a Workforce Specialist.

- **Proof of Identity** -Current Valid Driver License or Government Issued Picture ID or Permanent Resident Alien Card for each parent/caretaker in the household.
- **Proof of Age & Citizenship for Child(ren):** You must submit one of the following documents for each child in your household:
 - **For Age & Citizenship:** Birth Certificates (U.S. or its possessions), U.S. Passport (must be current), Hospital or public health birth records (U.S. or its possessions), Church or Baptismal Record (U.S. or its possessions), TANF, food stamp benefits, Medicaid, or other related public assistance records, School Record, School Identification Card, Native American Tribal Document, Adoption Papers on Records, Child Support Paternity Records, and Divorce or Court Custody Decrees.
 - **For Citizenship:** School Record, School Identification Card, Native American Tribal Document, Adoption Papers on Records, Child Support Paternity Records, and Divorce or Court Custody Decrees.
 - **For Legal Immigrant/Qualified Alien:** Immigration form I-554 (“green card”), Immigration Form I-94, stamped with applicable rule citation (s), Immigration Form I-571 (refugee Travel Document), Order form Immigration Judge, Cuban/Haitian Passport and supporting documents, and USCIS Petition and supporting documents.
- Social security cards for all household members (optional).
- **Proof of Residency:** Current Water, Light, or Gas Bill (physical address must include service address), Public assistance/social service records, School records, Pay stub (if address is printed on stub), Rent Receipt (showing current address to include landlord contact information), Lease Agreements, Mortgage Statement, Section 8 Award Letter, Homelessness Determination-*Residency Information Form*
- **If Employed:** Copies of check stubs for each parent in the household for the last 3 months, and /or Employment/Income Verification Form completed by the employer for each parent in the household. Documentation for any additional earned and unearned income for the last 3 months.
 - Pay Frequency: Weekly – 13 check stubs; Bi-weekly – 7 check stubs; Twice a month – 6 check stubs; and Monthly – 3 check stubs
 - *This includes earned and unearned income from anyone 14 years or older not attending school and is working. Note: Employment income for child(ren) between the ages 14 to 19 who are attending school will not be included in determining household eligibility unless the individual(s) is/are the parent(s) of the child(ren).*
- **If Unemployed:** Leave “**Place of Employment**” blank if you are unemployed and need child care services to continue searching for work.
- **If New Hire:** Submit an Employment/Income Verification form - sign the top section of the form and have your employer complete, sign and date form, **and** provide copies of check stubs, if available.
- **If self-employed** submit a Self-Employment Verification form along with proof to verify your business and proof to verify your gross business income.
- **If attending a college or university:** Current School Schedule **and** Current Transcript
- **If attending a vocational school:** School Letter or School Enrollment paperwork **and** School or Training Schedule Verification Form (completed by the school), if attending a technical or vocational school
- **If attending High School or GED:** School Letter **and** School or Training Schedule Verification Form (completed by the school)

For CCS Purposes: A Teen Parent is someone who is 19 years of age or younger, attending High School or a GED Program and has a child.

¹Qualify for up to 3 months of child care while searching for full-time employment; ²Qualify for 12 months of subsidized child care assistance.

Consumer Education Information



Workforce Solutions – Child Care Services (CCS) website provides parents with information on Child Care Assistance and the list of **ACCREDITED CCS Providers**: www.wfsolutions.org

TEXAS RISING STAR (TRS): CHOOSING QUALITY CHILD CARE: www.texasrisingstar.org



A Texas Rising Star Provider is a child care provider that has an agreement with Workforce Solutions' child care contractor to participate in the Texas Workforce Commission's (TWC) child care services program. The Texas Rising Star certification system provides graduated levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers attain progressively higher certification requirements leading to a Four-Star level.

TEXAS SCHOOL READY (TSR):

The Children's Learning Institute implements the *Texas School Ready!* project as an early education approach that serves at-risk preschool-aged children through shared resources between public and private early childhood education programs. The design of *Texas School Ready!* increases children's school readiness through five evidence-driven components: research-based curriculum, technology-driven child progress monitoring, facilitated teacher professional development, ongoing teacher mentoring, and sustainability; including participation in the Texas School Readiness Certification System (SRCS).

NATIONAL ACCREDITATION:

National organizations require child care providers to meet rigorous early childhood education standards and guidelines for high-quality care. Accreditation is a mark of distinction that helps you find the best possible educational experience for your child. Programs that are accredited have demonstrated their commitment to go beyond the state's minimum licensing requirements. When a center is awarded accreditation, they are meeting very rigorous national standards in health, safety, administration and teacher qualifications, curriculum, communication and community involvement. The program must offer the kind of care, attention, and educational activities parents look for in quality child care programs. It must offer activities and experiences that will aid in a child's growth and development, and that will help them prepare for school.



Texas Child Care Solutions – Resources for Families – Opportunities for Children

Developed by the Texas Workforce Commission, the purpose of Texas Child Care Solutions is to provide parents access to accurate and consistent information to assist them in making informed choices to meet their child care needs. Please visit the Online Parent Portal: <http://texaschildcaresolutions.org/>

2-1-1 Texas, a program of the Texas Health and Human Services Commission, is committed to helping Texas citizens connect with the services they need. Whether by phone or internet, their goal is to present accurate, well-organized and easy to-find information from state and local health and human services programs. They accomplish this through the work of 25 Area Information Centers (AICs) across the state. 2-1-1 Texas is a free, anonymous social service hotline available 24 hours a day, 7 days a week, 365 days a year. No matter where you live in Texas, you can dial 2-1-1, or (877) 541-7905, and find information about resources in your local community. Whether you need help finding food or housing, child care, crisis counseling or substance abuse treatment, one number is all you need to know.



Texas Health and Human Services Child Care Regulation (CCR) has a wealth of information on Choosing Child Care, Online Training for Parents of Infants and Toddlers and a lot more. For more information, please visit the Texas CCR website: http://www.dfps.state.tx.us/Child_Care/

Parents may also obtain health and safety requirements including information on:

- The prevention and control of infectious diseases (including immunizations);
- Building and physical premises safety;
- Minimum health and safety training appropriate to the provider setting; and,
- The regulatory compliance history of child care providers.

CCR Office in Harlingen

(956) 423-0130

CCR Office in Edinburg

(956) 316-8275



Texas AgriLife Extension Service offers many Child Care Courses that will assist parents in learning about...Developmentally Appropriate Activities, Child Growth and Development, Nutrition and Physical Activity, Child Health and Safety, SIDS, Shaken Baby, And Brain Development to name a few. Many of the trainings are free while others require a small fee. To learn more about available online Child Care Training Courses and Quality Child Care please visit:

<https://agrilifelearn.tamu.edu/s/category/browse-by-category/child-care/0ZG4x0000009510>

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Child Care Services Waitlist Form

Mission Fax: 1-866-580-6089
Weslaco Fax: 1-866-890-5452

Application MUST be completely filled out, or it will delay the waitlist process.

Parent /Caretaker Information							
Name: Last, First, MI			Social Security (optional)		E-Mail Address		
Physical Address				City / State	Zip Code	County	
Mailing Address <input type="checkbox"/> Same				City / State	Zip Code	County	
Home Phone	Cell Phone	Date of Birth	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single				
Place of Employment			Hours worked weekly		Receiving SSDI: Yes No		
Training /Attending School? Yes No			Name of School				
Spouse Name <input type="checkbox"/> N/A			Date of Birth	Social Security (optional)	Cell Phone		
Place of Employment			Hours worked weekly		Receiving SSDI: Yes No		
Training / Attending School? Yes No			Name of School				
Are you a Veteran or Spouse of a Veteran? Yes No		Are you a Foster Youth? Yes No		Are you a Teen Parent (19 yrs of age or under attending High School or GED)? Yes No		Is your residence Temporary or Permanent?	

List All Children in the Home								
Name/Nombre	Date of Birth	Relationship to Applicant	Gender	SSN (optional)	Child Care Needed?	Race	Hispanic	Does child have a disability?
1.			M / F		Yes / No		Yes / No	Yes / No
2.			M / F		Yes / No		Yes / No	Yes / No
3.			M / F		Yes / No		Yes / No	Yes / No
4.			M / F		Yes / No		Yes / No	Yes / No
5.			M / F		Yes / No		Yes / No	Yes / No

This section is required to determine if you meet the income eligibility. Proof of income will be required when funds become available, and you are contacted for intake.

HOUSEHOLD INCOME: Please include all household (gross) income from wages earned by all household members. Retirement Benefits, Taxable Capital Gains, Dividends and Interest, Rental Income, Income from Estate and Trust Funds, Workers Compensation, Death Benefits, and Disability Payments, including Social Security Disability Insurance (SSDI) payments, Lottery Winnings, or Spousal Maintenance or Alimony must be included.

Gross Household Income

\$ _____

Household Size

Parent/Caretaker Signature _____

Date _____

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Transitional: Y / N Teen Parent: Y / N Children w/Special Needs: Y/N Veteran/Spouse: Y / N Homeless: Y / N				
CCS Representative Name:	Waitlist? Yes / No	Date Entered:	Notification of WL Status Mail Date:	Stamp Date Received Here: