



Child Care Services Parent Rights and Responsibilities Form

Parent Rights	Parent Responsibilities
<ul style="list-style-type: none"> • You have the right to: • Be informed of all child care options available to you and choose the type of child care provider (licensed center, licensed home, registered home, relative care) that best suits your needs • Visit available child care providers before making a choice • Receive assistance in choosing child care, including information about the Local Workforce Development Board’s (Board) policies regarding transferring children from one provider to another • Be informed of rules related to providers charging parents the difference between the Board’s reimbursement and the provider’s published rate • Be represented when applying for child care services • Be notified of your eligibility to receive child care services within 20 calendar days from the day the Board’s child care contractor receives all necessary documentation required to initially determine or redetermine eligibility for child care • Have the Board and the Board’s child care contractor treat information used to determine eligibility for child care services as confidential • Receive written notification at least 15 calendar days before termination of child care services • Reject an offer of child care services or voluntarily withdraw your child from child care, unless the child is in protective services, and be informed of the possible consequences of rejecting or ending the child care that is offered • Be informed of eligibility documentation and reporting requirements • Be informed of your right to appeal, including the right to continue care during the appeal and the potential for repayment if the appeal is rendered against you • Receive child care services regardless of race, color, national origin, age, sex, disability, political beliefs, or religion • Be informed of the process to file a written complaint of alleged discriminatory acts within 180 calendar days from the date of the alleged discriminatory act 	<ul style="list-style-type: none"> • Must be working, training or attending school for at least of 25 hrs. per week • Must reside within Webb, Jim Hogg or Zapata Counties • Child(ren) must be under 13 years of age or under 19 years of age if my child has a disability to receive child care services • must be within the income guidelines • must provide and sign all required documentation prior authorization of child care services • must notify CCS of any changes that affect your eligibility within 14 business days after the day of occurrence <ul style="list-style-type: none"> ➢ changes of income or family size that result in household income being over 85% SMI ➢ Permanent loss of employment, training of education program participation (voluntary or involuntary) ➢ Changes in contact information • Must pay parent fee in advance , before receiving child care • Parent share of cost must be paid even when child(ren) is absent • Must pay any other child care subsidy I might receive from another agency to the child care facility • Meet the enrollment requirements of the child care facility • Notify my child care provider when my child(ren) will be absent and tell the reason for the absence • Must not exceed 40 absences in a 12month period • Must provide information including healthy, immunization records, authorization to secure medical assistance and parent contact information to be used in case of an emergency • Will be on time to and honor the child care facilities starting and closing hours • Will pay any additional charges incurred if I am late to pick up my child (ren) • Will report any possible violation of licensing standards within the child care facility • I will make other child care arrangements on any of the provider’s nine paid holidays. This will be private pay. • I will make other child care arrangements when I am no longer eligible for child care services

Parent Signature

Date