

RELATIVE PROVIDER POLICIES AND PROCEDURES

Workforce Solutions East Texas Child Care Program gives parents information allowing them to make informed decisions regarding Child Care Services. Parents are given an opportunity to choose a Licensed/Registered Child Care Provider or select a Relative Child Care Provider.

Relative Child Care Providers are independent contractors and are not agents or employees of Workforce Solutions East Texas Board or its Child Care Contractor (Child Care Services) or Texas Workforce Commission. Relative Child Care Providers are totally responsible for the payment of all federal, state and local taxes or contributions imposed or required under unemployment insurance, Social Security and employment tax laws.

Texas Workforce Commission Child Care Rules define a Relative Child Care Provider as an individual who is at least 18 years of age, and is, by marriage, blood relationship, or court decree, one of the following:

- The child's grandparent;
- The child's great-grandparent;
- The child's aunt;
- The child's uncle; or,
- The child's sibling (if the sibling does not reside in the same household as the eligible child).

NOTE: Nieces, nephews, cousins, or personal friends may not become Relative Providers.

The relationship between the Relative Provider and the child must be verified by the parent and relative providing the Child Care Contractor with written documentation (i.e. birth certificates, marriage licenses, etc.) establishing the relationship.

Children who are in in-home Child Protective Services (CPS) cases, or former DFPS cases, are not eligible for Relative Provider Child Care. CPS Foster Parents may select only Licensed Providers for their foster children.

Relative Providers cannot live in the same home as the CCS child. The CCS parent may ask his/her Client Services Specialist for additional information regarding the special circumstances.

Relative In-Home Child Care

However, Relative in-home child care is only allowed for the following situations:

- A child with disabilities and his/her siblings;
- A child under 18 months of age and his/her siblings;

- A child of a teen parent; or,
- When the parent’s work schedule requires evening, overnight, or weekend child care in which taking the child outside of the child’s home would be disruptive to the child.
- **NOTE:** The Child Care Contractor cannot grant other reasonable child care arrangements based on parental or provider attestation only. In above, supportive documentation must be provided by a professional indicating valid reasons the child cannot attend a child care center/provider. Supporting documentation will be based on the specific circumstances. Child Care Services must have approval from the **Customer Service Supervisor**.

Child Care Regulation Listing of Relative Providers

All Relative Providers must be “listed” by Child Care Regulation. The Relative Provider and anyone at least 14 years of age or older living in the listed home must submit to a criminal background check, including checks against the Texas Department of Public Safety (DPS) Sex Offender Registry and the DFPS Child Abuse Central Registry.

The “listing” by CCR is different from “Listed Family Homes” by DFPS Child Care Licensing. A Relative Provider who is “listed” with CCR must have a Public Safety Sex Offender Registry and a Criminal History Check completed on himself/herself and any other person living in the provider’s home, but is exempt from the health and safety requirements of “Listed Family Homes”.

Child Care Regulation implemented the eApplication Process, which allows a child care provider to apply online to become a listed home provider. This method is also recommended to facilitate and expedite the application process for relative provider listed homes.

The Child Care Contractor must inform the Providers the listed home application can be submitted either:

Electronically through the Texas Health and Human Services website at:

- <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/become-a-child-care-home-provider-or>,
- By manually by using the hard-copy application and forms.

The Texas Health and Human Services website provides the forms required to be listed with CCR. Child Care Contractor is encouraged to obtain the most recent CCR Forms and assist Relative Providers in completing the forms if needed.

A relative provider, who is required to list with CCR, is to complete the following forms:

Listing Request, Form 2986-English & Spanish

Request for Criminal History and Central Registry Check, Form 2971-Available in English & Spanish

Listed Family Home Fee Schedule, Form 3008

Listing Forms

Relative Providers can submit the CCR listed home application electronically through the web site or manually using the hard-copy application and forms.

The forms required will be provided by Child Care Services. The CCS staff may assist Relative Providers with completing the forms or answer questions they may have concerning the listing process.

The Child Care Fee Schedule, Form 3008, and fee payment must be submitted to:

Texas Health and Human Services Commission
Accounts Receivable
PO Box 149055
Austin, TX 78714-9055

Except for Relative Providers caring for a child in the child's home (in-home child care), relative providers required to list with CCR must pay a \$20.00 fee and \$2.00 for each background check requested and submit the payment with the Listed Family Home Fee Schedule, Form 3008.

The in-home child care Relative Provider can have the listing fee waived only if the request for in home care is approved by CCS using the Listed Family Home Fee Waiver Authorization form (CC-2432). The form must be completed, signed, and attached to the listed home application sent to CCR by the Relative Provider.

Relative Providers must fill out the forms completely. CCR will return incomplete forms to the applicant, which will delay the listing process. The relative applying for the listing permit and each individual listed in the Listing Request, Form 2986, must be included in the Request for Criminal History and Central Registry Check, Form 2971.

Relative listing applicants must include:

- a **photocopy** of the Child Care Fee Schedule, Form 3008;
- a **photocopy** of the check attached to the Listing Request, Form 2986; and,
- Request for Criminal History and Central Registry Check, Form 2971, when submitting them to the local Child Care Regulation Office, and submit the above to:

Texas Department of Family and Protective Services (Longview Office)
2130 Alpine Rd
Longview, Texas 75601,

or,

Texas Department of Family and Protective Services (Tyler Office)
3303 Mineola Highway
Tyler, Texas 75702.

CCR attempts to process applications as quickly as possible. To expedite the process, relative listing applicants are discouraged from contacting CCR regarding the status of their applications-with the following exception. If a relative listing applicant has not received the listing permit or been contacted by CCR regarding the status of the application within forty-five (45) days of submitting it, he/she may contact CCR.

Relative Providers or individuals 18 years or older living in the home whose names appear on the Department of Public Safety Sex Offender Registry are ineligible to become CCS Relative Providers and cannot be reimbursed for Commission-Funded Child Care Services.

Ineligible Providers Names Appearing on Sex Offender Registry

If CCR refuses to list the individual, then he/she is not eligible to become a CCS Relative Provider.

Relative Provider Forms

The parent and Relative Provider must visit the CCS office to receive information regarding the Relative Provider Program and sign required forms.

The following information will be provided to the parent and Relative Provider:

- General information regarding the Workforce Solutions East Texas Relative Provider Program;
- Notification of Eligibility for Relative Provider Child Care, CC Form 2450 (sample copy); and,
- Listing Information and Forms from Department of Family and Protective Services with addresses to mail Listing Forms.

NOTE: Relative Providers may wish to complete and sign the CCR Listing Forms while in the CCS Office. Child Care Services staff will help the provider complete the forms if the provider requests assistance.

Relative Providers and parents are required to complete and sign the following forms in the CCS Office and CCS must have a copy of the following maintained in the Relative Provider file.

- Relative Provider Three Party Agreement, WDA Form No. 0082;
- W-9, Request for Taxpayer Identification Number and Certification;
- Request for Appeal, WDA Form No. 0211;
- Customer Rights and Complaint Resolution Procedures and Customer Complaint, WDA Form No. 0209; and,
- Orientation to Complaint, WDA Form No. 0160.

NOTE: Relative Providers must receive a copy of WDA Form No. 0160.

WDA Form No. 0082, Relative Provider Three Party Agreement

The parent and the Relative Provider must complete, sign, and date, the Relative Provider Three Party Agreement, WDA Form 0082, during the CCS office visit. If the child care eligibility is being re-determined, and the parent wants to change Relative Providers, the parent and new provider must come to the CCS office and complete a new WDA 0082 or Child Care Services may be terminated.

The Relative Provider's date of birth must be included with the WDA 0082. The information must be verified by a state driver's license, birth certificate, or other picture identification with proof of age information, or a combination of valid identifications verifying proof of age. The relationship to the child(ren) is completed on WDA 0082 and must be verified by the signatures of the parent and the Relative Provider.

A new Relative Three Party Agreement, WDA 0082, must be completed and signed by the parent and the Relative Provider under the following circumstances:

- The Relative Provider's address, name, telephone number changes;
- The location of child care changes;
- The parent adds a child to care; or,
- The parent selects a new Relative Provider.

NOTE: When a parent adds a child to child care services, the child cannot receive child care services and the Relative Provider cannot be paid until a new WDA 0082 is completed and signed. Payment to the Relative Provider for the child is not retroactive to the child's first date of attendance. Payment is made after receipt of the WDA 0082 and the Child Care Contractor adds the child to the case.

Parents who have selected Relative Providers for Child Care Services must report a change in provider circumstances to the Child Care Contractor within fourteen (14) calendar days of the change. These changes include, but are not limited to change of;

Relative Provider;

address; or,

location, etc.

Other changes (i.e. parent's address, telephone number, removal of a child from care, etc.) are noted by the Child Care Contractor on the WDA 0082 with the change, date of change, and the initials of the Child Care Provider Services Specialist.

The Child Care Contractor sends a copy of Notification of Eligibility for Relative Provider Child Care, CC Form 2450, to the parent and Relative Provider. The CC Form 2450 must indicate part day and/or full day, and the specific days of the week Child Care Services are needed (if this information can be obtained from the employer), or the most definitive information regarding the parent's work/school schedule. This form is computer generated for Relative Provider cases after Child Care Services have been funded. CC Form 2450 is also submitted to the Child Care Contractor Billing Department.

The same Relative Provider packet may be utilized, if there are no changes in the provider and/or parent circumstances.

CCS Relative Provider Handbook

The CCS Relative Provider must be provided with a copy of the handbook.

Filing of Relative Provider Child Care Documentation

The Child Care Contractor may use a filing system of choice but must maintain individual Relative Provider files for a period of three years and ninety days after the Relative Provider no longer provides Child Care Services. Additionally, individual Relative Provider files must be easily accessible for review at any time by Board, State or Federal officials.

It may be necessary to move portions of the case file containing older documents to other file folders for obvious reasons (file becomes bulky or becomes difficult to locate specific documents, etc.). However, Child Care Services staff must move all relevant (marriage license, W-9, copy of driver's license, etc.) information/documentation to the working file including the previous twelve months. Child Care Services will destroy outdated files in accordance with the Records Retention policy.

The original (or faxed) forms and documents are filed in the case file. Faxed signed copies are considered originals if sent to the Child Care Contractor within the required timeframes, with the exception of the Relative Provider Three Party Agreement, WDA Form No. 0082. In order for Relative Providers to be reimbursed, CCS must have an original signature on file.

The Relative Provider file must include:

- The signed and dated Relative Provider Child Care Three Party Agreement, WDA Form No. 0082. A copy of this form must also be given to the parent;
- A copy of the Relative Provider's Driver's License or other acceptable recent picture identification with proof of age, combination of identifications (with a minimum of one picture identification) indicating the age of the Relative Provider;
- Copy of signed Social Security Card or a Social Security office print out indicating Social Security number;
- Authorization Agreement for Direct Deposits (ACH Credits) with:
 - Copy of cancelled check; or, savings account deposit slip.
- Relative Provider On-Site Visit Reports, WDA Form No. 0092, if applicable;
- W-9, Request for Taxpayer Identification Number and Certification;
- Copies of Notification of Client Eligibility for Relative Provider Child Care, CC Form 2450;
- Copy of the E 2510 or CC Form 2050 indicating the participation schedule; and,
- Other documentation/forms, including additional visit reports, telephone documentation, or other information the Child Care Contractor may require.

ATTENDANCE AND ABSENCES

Reporting Attendance and Absences

Parents will use a daily check in process by contacting their local CCS office.

- 1. Parents will send a text message via Ring Central to a dedicated phone line which will be the assigned Provider Account Representative to report daily attendance. An email or phone call will be used as a backup for reporting.**
- 2. The Provider Account Representative will keep a log of the reported attendance.**
- 3. A Relative Child Care Provider will not be reimbursed for days in which the child is absent.**

There are no paid holidays for Relative Providers.

Voluntary Drop by Parent

Providers must contact the Child Care Contractor as soon as the provider knows the child(ren) will not be attending the child care home. The provider can be paid only

through the last date of attendance for a child(ren) whose parent voluntarily withdrew his/her child(ren) from child care.

PARENT SHARE OF COST (PSOC)

A Parent Share of Cost (PSOC) is determined by a sliding fee scale based on the family's size and the gross family income. Most parents receiving care will pay a monthly Parent Share of Cost (PSOC). As a Relative Provider, it is your responsibility to make arrangements with the parent to pay the parent share of cost **before** providing child care.

The Parent Share of Cost is collected from the parent by the Relative Provider. The Child Care Contractor pays providers for child care services at the approved rates minus the PSOC. Providers must collect the PSOC before child care is given.

Families who have more than one provider for their children must pay a portion of the PSOC to each provider as determined by the child care system.

REIMBURSEMENT

Relative Providers are reimbursed for child care services based on the following:

- The type of child care provided;
- The age of the child receiving child care services;
- Full-day or part-day care authorization; and,
- Full-week or part week.

NOTE: The parent share of cost will be deducted from the provider's CCS payment/reimbursement. It is the provider's responsibility to collect any assigned parent fees **before** child care is given.

Relative Provider Official Authorization and Payment:

Relative Provider care must be authorized according to the guidelines of this directive. The child's enrollment date (date child care actually starts daycare) is noted on the Relative Provider Three-Party Agreement, WDA Form No. 0082, by the Child Care Contractor. Payments to the Relative Provider cannot be made until all forms are completed, submitted, and processed (including DFPS forms) by the Child Care Contractor and all other conditions of the agreement are met. Relative Providers cannot be reimbursed for more children than permitted by the Department of Family and Protective Services minimum regulatory standards for Registered Child Care Homes.

Relative Providers do not receive payment for absences.

Relative Providers are required to complete and sign a W-9, Request for Taxpayer Identification Number and Certification form, prior to receiving reimbursement from Child Care Services. The W-9 must be completed and signed in the CCS office.

Electronic Funds Transfer (EFT) Payment System - Direct Deposit

Texas Workforce Commission requires Local Workforce Solutions Boards to reimburse providers by utilizing an Electronic Funds Transfer (EFT) payment system. Provider reimbursements are deposited directly into each provider's specific checking or savings account. The EFT payment system allows providers to be reimbursed in a timelier and more convenient manner.

Providers must complete the Authorization Agreement for Direct Deposit (ACH Credits) and attach a copy of a cancelled/voided check or a statement from the bank indicating the savings account number or a savings account deposit slip. After the provider submits his/her billing, payment is deposited directly into the provider's bank checking (or savings) account.

Determining the Relative Provider's Daily Rates

Relative Providers must determine a daily rate for each of the age categories for full day and part day care. The Child Care Services payment system utilizes the following definitions of ages:

- Infants - 0 through 17 months;
- Toddlers - 18 through 35 months;
- Preschool - 36 months (or 3 years) through 5 years; and,
- School-age - 6 years through 12 years.

Providers are reimbursed for child care services provided at the relative's rate up to the maximum reimbursement rate for Relative Providers as established by Workforce Solutions East Texas Board. Providers cannot be reimbursed at a rate higher than their rate for the age of the child receiving child care services.

Units of Care

The Child Care Contractor reimburses providers based on units of care (service), including full day or part day, part week or full week, before and after school care.

Units of service may be a full-day or part-day as follows:

- A full-day unit of service is 6 to 12 hours of care provided within a 24-hour period; and,
- A part-day unit of service is fewer than 6 hours of care provided within a 24-hour period.

NOTE: Children may not be enrolled for more than 12 hours of child care per day.

Part-week care is for less than five (5) days (or forty (40) hours) per week.

If rates change, provider reimbursements are not retroactive.

School Age Child Care

School-age child care before and after school hours is considered part-day and paid a blended rate.

School-age children are enrolled according to the school year and may be enrolled in before and after school care only, for summer care only, or for full-year care. Relative Providers are paid for a full day rate only when school is not in session during summer only.

Limitations Regarding Number of Transfers

The Child Care Contractor must limit the number of transfers a parent may make for his/her family to a maximum of two (2) times per twelve (12) months. These transfers are per child.

A transfer notice request must be received from the parent(s) no later than two weeks before the actual transfer date. Parents may email, text, or phone CCS for the request. A child will not be transferred before a two-week transfer date unless approved by the CCS Supervisor or WSET Board staff.

NOTE: A child leaving a provider because of detection or suspicion of COVID-19 infection may not be placed in care for a minimum of 14 days unless further guidance is provided by TWC.

NOTE: The Child Care Contractor Case Specialist Supervisor may approve an additional transfer under extenuating circumstances. Additional transfers are considered on a case-by-case basis. Supporting documentation with a TWIST Counselor Note of details is required for the approval.

Voluntary and involuntary provider closures will not count against the family's maximum transfer number.

ON-SITE VISITS

The Child Care Contractor shall monitor Relative Providers on a quarterly random Relative Providers at the beginning of each quarter. The monitoring timeframe will be at the discretion of the Child Care Contractor. More specifically, the monitoring may be conducted on a weekly, monthly, or quarterly basis. Relative Provider monitoring shall include telephone contacts, on-site visits, and/or "drive by" confirmations to verify the location of the home, and attendance of the children placed in the home. Sixty percent (60%) of the quarterly monitoring should be in either on-site visits or "drive by" confirmations.

In completing a Relative Provider Three Party Agreement Form, WDA Form No. 0082, the Relative Provider must enter his/her mailing address and physical address or physical location, if different than the mailing address. If the area is rural or remote, the relative or parent should provide driving directions to the home. This includes Relative Providers who use a Post Office Box Number as their address. The information will expedite the process of site visits. The visits are documented on the, Relative Provider Site Visit Report, WDA Form No. 0092 or a similar form. Copies of the WDA 0092 are maintained in the Relative Provider file.

The home visits may be unannounced or CCS, Board Staff, or TWC Auditors may call before arriving. If the Relative Provider is not at the location where the children are being provided care at the time of the site visit, a note will be left stating the Relative Provider and parent must contact CCS within five (5) calendar days or the Three Party Agreement will be cancelled immediately.

If CCS, the Board or TWC staff discover the children are not being provided care in the location written on the Agreement, or the children are not being provided care by the Relative Provider, CCS may terminate the Relative Provider Three Party Agreement immediately. Additionally, the Relative Provider and/or the parent will have to repay CCS for the total cost of Child Care Services.

CORRECTIVE ACTION

Corrective action may include, but are not limited to, the following:

- Withholding provider payments;
- Termination of the Relative Provider Three Party Agreement;
- Recoupment of funds; and/or,
- Refer provider and parent for fraud.

IMPROPER PAYMENTS

Relative Providers must repay improper payments for Child Care Services received in the following circumstances:

- fraud;
- failure to meet provider eligibility requirements as described in this handbook;
- provider was paid for the same child care from another source;
- provider did not provide the child care services;

- referred children were provided care in the child's home when the Relative Provider stated it would be provided in the provider's home on the Three Party Agreement;
- referred children were moved from the Relative Provider's home to another location;
- Overpayments;
- Duplicate payments;
- Payments made in error; and/or,
- Other instances when repayment is deemed appropriate action due to provider error.

FRAUD-FACT FINDING

TWC Child Care Rule §809.111, General Fraud-Fact Finding Procedures, states: A person commits fraud if, to obtain or increase a benefit or other payment, either for the person or another person, the person: makes a false statement or representation, knowing it to be false; or knowingly fails to disclose a material fact.

EXAMPLES OF SUSPECTED FRAUD IN CHILD CARE RELATIVE PROVIDER CASES

- Falsifying claims for reimbursement for children not actually in attendance; or
- Intentionally collecting more monies for the parent share of cost than calculated by the Child Care Contractor;
- Not providing child care in the location the Relative Provider and the parent stated it would be provided as listed on the Relative Three Party Agreement; or,
- Falsifying information regarding the relationship between the Relative Provider and the child(ren).

Cases involving Relative Providers suspected of fraud are investigated in accordance with Amendatory Directive 18-08-10 change 1. The case is reported in the Program Integrity Reporting and Tracking System (PIRTS) before fact-finding. Child Care Services must pursue recoupment of all funds involving possible fraud.

APPEALS/COMPLAINTS/GRIEVANCES

Relative Providers have the right to voice their complaints or request an Informal Review with CCS or request a Board Hearing without the threat of losing child care assistance. Providers should begin by explaining the problem or complaint to their CCS Provider Account Representative.

If this does not resolve the issue, providers may discuss the issue with the CCS Project Director and explain the situation or request an Informal Review. CCS will be responsible for providing the appropriate forms.

If Providers wish to file an Informal Review with CCS regarding an adverse action (termination of Relative Three Party Agreement, withholding payment, etc.), Relative Providers must complete a request for appeal with the Child Care Contractor within **fourteen (14) calendar days of the adverse action.**

If Providers do not agree with the Informal Review decision, the Relative Provider may request a Board Hearing by contacting the Board within 14 days of the Informal Hearing.

The Relative Provider may request an appeal with Texas Workforce Commission (TWC) within fourteen (14) calendar days of receiving the Board Hearing decision. The information forwarded to TWC by the Board is the same information reviewed by the Board. TWC Appeals Chapter 823 does not allow additional information to be sent to the Appeal Officer. A TWC Hearing Officer schedules the hearing and contacts the Relative Provider and the Child Care Contractor. The decision of the TWC Hearing Officer is final.

SUSPECTED CHILD ABUSE AND NEGLECT

It is required by law to report suspected child abuse and/or neglect. Therefore, if a Relative Provider suspecting abuse or neglect of a child occurring away from their home, must immediately report the suspicion to Texas Department of Family and Protective Services (TDFPS).

The DFPS Texas Abuse Hotline Number is: 1-800-252-5400. A report can also be made online at www.txabusehotline.org.



**WORKFORCE SOLUTIONS EAST TEXAS
CCS RELATIVE PROVIDER THREE PARTY AGREEMENT**

Relative Provider Information

Full Name: _____ Date of Birth: _____
Last First M.I.

Mailing Address: _____
Street Address

Physical Address: _____
Street Address

City State ZIP Code

City State ZIP Code

Phone: _____ Email: _____

Social Security No: _____

The State of Texas requires Relative Providers prove they are 18 years of age or older. A copy of the Relative Provider's driver's license or other recent picture identification with proof of age must be provided.
(Earnings Subject to IRS Reporting Requirements)

Parent and Family Information

Name Parent/Guardian: _____

Mailing Address: _____
City State ZIP Code

Physical Address: _____
City State ZIP Code

Child Care will be provided in Child's Home Provider's Home

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF TEXAS I AM AT LEAST 18 YEARS OLD, AND I AM BY BLOOD, MARRIAGE, OR COURT DECREE THE _____
 (Aunt, Uncle, Grandparent, Great-Grandparent, or Sibling over 18 years old, and am not living in the child's home) OF THE CHILDREN LISTED BELOW:

LIST EACH CHILD ON A SEPARATE LINE

Name of Child in Care	Date of Birth

Age Groups	Daily Rate	
	Full Day	Part Day
Infants (0-17 mos)		
Toddlers (18-35 mos)		
Pre-School (3-5 yrs)		
School Age (6-12 yrs)		

You must charge the same rate for every child within the same age group.

Child Care Effective Date: _____

(To be completed by CCS after the form is completed by the parent and relative provider.)

Relative Provider Declarations

I, the Relative Provider, also declare I am willing to accept the daily rate I indicated above, not to exceed the Workforce Solutions East Texas Relative Provider rates as payment for child care services, part of which is the collection of a parent share of cost, if applicable, from the parent on a monthly or weekly basis. (Circle monthly or weekly) The parent share of cost must be collected prior to providing services. Form 2450, Authorization for Child Care Enrollment, specifies the current parent share of cost amount. This Agreement will be effective until the Relative Provider or parent reports a change requiring a new; Agreement, or the Agreement is terminated based on TWC Rules, or Workforce Solutions East Texas Policies, CCS Contractor, or Parent or Provider Choice.

I meet the qualifications of a relative provider and this parent has chosen me to care for his/her child. ***I further understand the Child Care Contractor, the East Texas Council of Governments and the Workforce Solutions East Texas Board are not my employers.*** On a regular schedule, I will collect a parent share of cost prior to providing child care services. I will cooperate with CCS to correctly report child care attendance. I understand and agree site visits may be made by CCS, ETCOG or TWC Auditors to confirm the care of the child(ren) named in this Agreement are at the location specified above. I agree to report any change, including change of address or phone number, family status, etc. to CCS immediately.

I declare under penalty of perjury under the laws of the United States and the State of Texas, the information stated above is true and accurate, and I understand the above information, if misrepresented, or incomplete, may be grounds for immediate termination of the agreement, withholding of child care reimbursements, repayment of child care funds, and/or penalties as specified by law. ***The case will be referred to the TWC Office of Investigations.***

I agree I am available to provide child care for the children named in this Agreement. I understand the child care services I provide are subject to verification through the Child Care Contractor, ETCOG, the Texas Workforce Commission, or any other federal or state agency associated with CCS funds. I also agree my social security number may be utilized for the aforementioned verification purposes.

Signature of Relative Provider

Date

I declare I am the parent/guardian of the child(ren) named in this agreement, I read the declaration of my child care provider and I agree with the declaration regarding the provider's relationship to my child(ren). I understand Workforce Solutions East Texas Board and/or the Child Care Contractor cannot be held responsible for any actions taken by the Relative Provider I have chosen while my child(ren) is in said provider's custody. I as the parent/guardian, understand I selected this person to care for my child(ren). On a regular schedule, I will pay my Relative Provider a parent share of cost, if applicable, prior to the receipt of child care services. I understand I must complete and sign this Agreement before I can be reimbursed for child care.

I understand if I am involved in misrepresentation or my records are incomplete regarding my child's/children's time and attendance, this may be grounds for fact-finding, the repayment of child care funds if applicable, and/or penalties as specified by law. I have been advised by the Child Care Contractor if I am suspected of fraud, my case will be referred to the TWC Office of Investigations.

Signature of Parent/Guardian

