



CHILD CARE SERVICES WAITLIST APPLICATION LETTER

PLEASE READ CAREFULLY and KEEP FOR YOUR RECORDS

*****At this time, the Rural Capital Area CCS program is operating under a waitlist for services*****

- 1.) Please fill out the **ENTIRE** attached application for Child Care Services. *We cannot accept incomplete applications, copies of applications, faxed applications, or applications with correction fluid/white-out.*
- 2.) A letter will be mailed to you regarding your waitlist application. **Please allow several weeks to receive the letter.**
 - a. If your application **is not** complete, or doesn't meet the criteria, a Waitlist Denial Letter is sent to you explaining our findings.
 - b. If your application **is** complete and meets the eligibility criteria, a Waitlist Placement Letter is sent to you. This letter will give you a case number and the date that you were placed on the waitlist.
- 3.) We do not keep a number system and are not able to tell you where you on the waitlist.
- 4.) We mail letters, forms and other documents to the address listed on your application. **Most of our letters have deadline dates, please check your mail on a regular basis-at least every other day.** If your address or phone number changes, call us immediately to update your information: 512-260-1937, ext 19 or toll free 1-877-223-0404, ext 19. **If we are unable to contact you by mail, your name will be removed from the waitlist.**
- 5.) If you still need services after your name has been removed from the waitlist, you must start over and re-apply.

Waitlist Eligibility Criteria

- The child(ren) must have already been born, in order to be placed on the waitlist.
- Each parent in the household must be working, attending school, training, other educational program, or combination of these, a minimum of 25 hours **each** week.
- Meet income guidelines based on family size.
- Live within our nine service counties: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson.
- Participate with the Attorney General's office for child support and/or paternity, if applicable.
- For parents choosing a relative (adult siblings, aunts, uncles, grandparents, and great-grandparents) child care provider: the relative **must** become a Listed Family Home provider with the Texas Department of Family and Protective Services (DFPS)/Child Care Licensing. In addition, the relative may not be on the Texas Sex Offender Registry. To learn more about becoming a Listed Family Home provider, contact DFPS/Child Care Licensing: 512-834-3195 or visit www.txchildcaresearch.org.
- If your child care services have been terminated, for any reason, you must wait 30 days to re-apply for services.

Additional Information

If you are **not** the parent of the child(ren) you are seeking service for, you will need to provide documentation of *loco parentis*:

- 1.) Reason the parent is not available
- 2.) Documentation verifying reason parent is not available
- 3.) Documentation verifying caretaker is responsible for the child(ren).

Examples of *loco parentis*:

- 1.) Military Deployment, Military Orders, and Military Power of Attorney appointing the caretaker as the guardian of the child.
- 2.) Incarceration, "Commitment" order with date of incarceration and anticipated release date, and Notarized Power of Attorney or sworn affidavit of caretaker's temporary custody/guardianship of the child(ren).

Return Completed Application To:

WORKFORCE SOLUTIONS RURAL CAPITAL AREA
1101 Arrow Point Drive #203
Cedar Park, Texas 78613

Phone: (512) 260-1937 ext. 19 or Toll-Free (877) 223-0404 ext. 19
For additional information visit www.workforcesolutionsrca.com



Helpful Tips and Other Options That May Allow You to Pay for Child Care by Yourself

Budgeting

Look at your monthly budget. Is there something that you can remove that is not a necessary cost (*cable television, eating at fast foods, etc.*) that may free up money for child care expenses?

2-1-1 Texas/United Way

Sometimes it may be easier to find help paying for other household expenses, such as rent /utilities. If you have less rent and/or utilities expenses, that will free up some of your money to pay for child care. While 211 Texas does not have money to help pay for expenses, they can give you names and phone numbers of agencies that may be able to help you. Simply dial: 2-1-1 or 512-973-9203 or toll free 1-877-541-7905 Monday-Friday, 8:00a-8:00p or visit www.211texas.org

State Benefits

- Temporary Assistance for Needy Families (TANF) provides financial help for children and their parents or relatives who are living with them. Monthly cash payments help pay for food, clothing, housing, utilities, furniture, transportation, telephone, laundry, household equipment, medical supplies not paid for by Medicaid and other basic needs. To learn how to apply call toll free 1-800-248-1078 or visit www.yourtexasbenefits.com.
- The Lone Star Card (*food stamps*) can reduce your household budget. This program **is not** tied to the TANF program. It is considered a nutritional program. To see if you qualify call toll free 1-888-834-7406 or visit www.hhsc.state.tx.us/help/index.html
- The Women, Infants and Children Program (WIC) can also help with the food budget. WIC is a nutrition program that helps pregnant women, new mothers, and young children (*under 5years of age*) eat well, learn about nutrition, and stay healthy. For a WIC office near you, call 1-800-942-3678 or visit www.dshs.state.tx.us/wichd/
- Children's Health Insurance Program (CHIP). Low cost children's health insurance for children from birth to 18 years of age. To see if you qualify call toll free 1-877-543-7669 or visit www.chipmedicaid.com

Child Care & Educational Programs

- Early Head Start (ages 0-3) and Head Start (ages 3-5) are supportive child development programs. Contact the Texas Head Start Association: 361-489-3050 or visit www.txhsa.org, to see how to qualify.
- Pre-Kindergarten programs are offered in many school districts. The program serves children that are 3 or will turn 4 on or before September 1st of the current school year. Contact your school district or neighborhood school to apply.
- After-school programs are also offered in many school districts, for Kindergarten and up, and fees are usually on a sliding scale. Contact your school district or neighborhood school to apply.
- Ask your child care provider if they offer flexible payment plans, such as weekly or bi-monthly payments. This can make it easier than paying the whole fee at the beginning of the month when other bills are due. Some programs offer sliding scale fees, scholarships or co-op fees. Sliding scale fees are fees based on your income. Scholarships are funds to help pay part of the fee, for a limited time. Co-op fees are reduced tuition fees in exchange for families that help a certain number of hours at the program.