

**Child Care Services Pre-screen Letter:
Please read carefully and keep for your records**

1. Please fill out the entire pre-screen form and answer all questions.
 - We cannot accept incomplete forms.
 - We cannot accept forms with correction fluid/white-out.
 - Forms must be signed and dated.
2. Pre-screen forms are processed in the date order we receive them. We provide child care services to eligible families based on priority groups and availability of funds.
 - 1st Group:** Choices, TANF, SNAP E&T and Transitional Child Care
 - 2nd Group:** Children of a Qualified Veteran or Spouse, Foster Youth, Homeless, Military Deployed, Teen Parents, and Children with Disabilities.
 - 3rd Group:** Siblings of children currently in care and WIOA.
 - 4th Group:** Counties depending on rank from highest to lowest difference between county poverty share and expenditures.
 - 5th Group:** All other income eligible families.
3. After your pre-screen form is processed, a letter is mailed to you regarding your form. **Please allow up to three weeks to receive the letter.**
4. We mail letters, forms and other paperwork to the mailing address listed on your pre-screen form. If your address or phone number changes, call us immediately to update your information: 512-260-1937, ext. 4019 or toll free 1-877-223-0404, ext. 4019. **If we are unable to contact you by mail, your child will be removed from the waitlist.** Should you need services in the future, you must start over and complete another pre-screen form.

Waitlist Criteria

- The child must be born, to be on the waitlist.
- The person applying for services must have primary custody of the child(ren) needing services. If applicant is not the parent of the child needing services, then applicant must provide the following with the application:
 1. Reason the parent is not available, and
 2. Paperwork verifying reason parent is not available, and
 3. Paperwork verifying that applicant is the person responsible for the child.

See attached Loco Parentis chart for acceptable Paperwork to provide
- Each household member must be working, attending school, in training/other educational program, or combination of these, an average of 30 hours each week over a four-week period. **Household members include** those that live in the household: parents, step-parents, adult dependents and children 19 years old and younger who are not attending school.
 - If taxes are not taken out of pay or parent is paid cash-we consider parent to be self-employed.
 - Families who identify as homeless are exempt from this requirement to apply for services.
- Meet income guidelines based on gross household income (*before taxes*) and family size. *Types of other household include, but are not limited to: rental income for a house, homestead, store, or other property; income from boarders/lodgers; income from estate and trust funds, or royalties; pensions, annuities, life insurance, and retirement income, Social Security Disability Income (SSDI), workers' compensation income, alimony, court settlements, or judgements.*

Your Family Size	Household Gross Monthly Income Limit-before taxes
2	\$3,435
3	\$4,243
4	\$5,051
5	\$5,859
6	\$6,667

- Families must live within the Rural Capital Area nine counties: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, or Williamson.
- Services are for the full year and are not offered for summer only or school holiday/breaks only.
- Families who owe recoupment are not eligible to apply for services until the recoupment is paid in full.

WORKFORCE SOLUTIONS RURAL CAPITAL AREA PRE-SCREEN FORM FOR CHILD CARE SERVICES

Return Completed Form To: 1101 Arrow Point Drive #401 • Cedar Park, TX 78613 or

Email rcachildcareservices@ruralcapital.net or Fax 855-584-7332

Phone: (512) 260-1937 ext. 4019 • Toll-free (877) 223-0404 ext. 4019

Applicant/Parent-Caretaker Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Social Security Number (voluntary): _____ - _____ - _____ Sex: Male Female

Physical Address: _____ Apt # _____ City: _____

ZIP: _____ County: _____

Mailing Address (if different from above): _____ Apt # _____ City: _____

State: _____ ZIP: _____

Phone: ____ - ____ - _____ Work Phone: ____ - ____ - _____ x: ____ Email: _____

- **Are you a Federal Qualified Veteran or Spouse?** Yes No (you **must** include a copy of the DD214 with this application)
- **Are you or your Spouse deployed military?**
 Yes No
- **Were you or are you currently a Foster Youth and are you younger than 23 years of age?**
 Yes No
- **Are you 18 years old or younger, or 19 years old and in high school or GED classes?** Yes No
- **Are you homeless or without a consistent residence?** Yes No
- **Do you or have you received TANF in the past 18 months?** Yes No
- **What is the Primary language spoken in your home?** _____
- **If applicant is not the parent of the child(ren) needing services, the following must be provided with this application:**
 1. Reason the parent is not available **and**
 2. Paperwork verifying reason parent is not available **and**
 3. Paperwork verifying you are the person responsible for the child.

See attached Loco Parentis chart for acceptable Paperwork.
- **Does child(ren) needing care, have a disability?**
 Yes No **If yes-please see the attached Children with Special Needs tip sheet for list of required documents you must provide with this application.**
- **The definition of a child with a disability:** A child who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself; performing manual tasks; walking; hearing; seeing, speaking, or breathing; learning; and working.
- **How did you hear about Child Care Services?**
 Employer/Co-worker Child Care Provider Internet Other Agency Family/Friend Other _____

Household Members Chart (Household includes only those that live in your household: children, each parent, step-parent, adult dependent and children 19 years old and younger who are not attending school)

First and Last Name	Relationship to You	Date of Birth	Social Security # (voluntary)	Days/Hours Child Care Needed

(List additional household members on separate page and attach)

<p>Does each member of your household work and/or go to school at least 30 hours each week? <input type="checkbox"/> Yes <input type="checkbox"/> No If you do not answer this question, your application will be denied.</p>	<p>Is the household income, before taxes, less than the income amount listed in this chart, for your household size? <input type="checkbox"/> Yes <input type="checkbox"/> No If you do not answer this question, your application will be denied.</p>
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Your Family size	Household Gross Monthly Income Limit-before taxes
2	\$3,435
3	\$4,243
4	\$5,051
5	\$5,859
6	\$6,667

**** PLACEMENT ON THE WAITLIST IS NOT A GUARANTEE OF SERVICES ****

You are responsible for reporting and meeting requirements for all members in your household considered in determining your eligibility for child care services. By signing and dating below, you understand that all information on this application represents a complete and accurate statement of your family's circumstances at this time. Workforce Solutions may contact you by cellular or landline telephone number(s), mail address, email address(es), or wireless device(s) to communicate information related to your current, future, or past participation with Child Care Services. Workforce Solutions may utilize automated telephone dialing equipment, artificial or pre-recorded voice or text messages. You may withdraw your consent to be contacted by automated telephone dialing equipment, artificial or pre-recorded voice or text opting-out using instructions provided with the automated phone call, email, or text message.

Signature: _____

Date: _____

***In Loco Parentis* Matrix**

1. Find the reason the parent/legal guardian is unavailable; AND
2. Provide documentation as explained in 2nd column; AND
3. If applicable, also provide documentation as explained in last column.

Parent is unavailable due to	Then provide the following documentation verifying reason parent is unavailable	AND provide the following documentation verifying caretaker is responsible for the child
Medical Incapacitation or In Treatment or Rehabilitation	<p>A document from a licensed medical professional, e.g., physician, psychiatrist, or psychologist, stating the medical condition that makes the parent unable to care for his or her children.</p> <p>OR</p> <p>A document from a licensed professional such as a counselor or therapist is an acceptable alternative as long as the recommendation or diagnosis does not exceed the licensed professional's authority.</p> <p>If the parent is in a treatment or rehabilitation center, a letter from the facility verifying admission must be signed by an authorized representative of the facility and include both the admission and anticipated release date. A copy of the order mandating the placement will suffice.</p>	<p>A caretaker must have a notarized power of attorney;</p> <p>OR</p> <p>A sworn affidavit of temporary custody/guardianship of the child.</p>
Parent is unavailable due to	Then provide the following documentation verifying reason parent is unavailable	AND provide the following documentation verifying caretaker is responsible for the child
Child Protective Services (CPS) Placement	<ul style="list-style-type: none"> • A recent (<i>within six months</i>) CPS safety plan or CPS placement agreement; AND • A court order naming the individual as the caretaker; <p>OR</p> <ul style="list-style-type: none"> • A letter from CPS that confirms the children's placement with the caretaker is ongoing. 	<p>No other documentation is necessary.</p>
Parent is unavailable due to	Then provide the following documentation verifying reason parent is unavailable	AND provide the following documentation verifying caretaker is responsible for the child
Military Deployment	<ul style="list-style-type: none"> • Military orders; <p>OR</p> <ul style="list-style-type: none"> • A suitable alternative such as a confirmation by the base commander or other military official. 	<p>A military power of attorney appointing the caretaker as the guardian of the child.</p> <p>OR</p> <p>In lieu of a military power of attorney, a military family plan that gives the caretaker the authority to execute decisions on child care matters.</p>

In Loco Parentis Matrix

1. Find the reason the parent/legal guardian is unavailable; AND
2. Provide documentation as explained in 2nd column; AND
3. If applicable, also provide documentation as explained in last column.

Parent is unavailable due to being	Then provide the following documentation verifying reason parent is unavailable	AND provide the following documentation verifying caretaker is responsible for the child
Incarcerated	<ul style="list-style-type: none"> • A "commitment" order from the court; AND • Verification from the Texas Department of Criminal Justice (TDCJ) Offender Information Search database (www.tdcj.state.tx.us/offender_information.htm) for offenders who are incarcerated in a TDCJ facility; <p>OR</p> <ul style="list-style-type: none"> • A letter from the sheriff's office confirming incarceration if the parent is in a local jail. <p><i>The document must include the date of incarceration and anticipated release date.</i></p>	<p>A caretaker must have a notarized power of attorney;</p> <p>OR</p> <p>A sworn affidavit of temporary custody/guardianship of the child.</p>
Parent is unavailable due to	Then provide the following documentation verifying reason parent is unavailable	AND provide the following documentation verifying caretaker is responsible for the child
Other Reasons	<p>A sworn affidavit of facts attesting to:</p> <ul style="list-style-type: none"> • the circumstances of how and why the caretaker assumed responsibility for the child; AND • the whereabouts of the natural parent(s); AND • the caretaker's relationship to the child; AND • the length of time the child has been with the caretaker. 	<p>A caretaker must have a notarized power of attorney;</p> <p>OR</p> <p>A sworn affidavit of temporary custody/guardianship of the child.</p> <p>AND</p> <p>The caretaker must have documentation from a verifiable source that establishes his or her parental responsibility for the child. The documentation may be one of the following:</p> <ol style="list-style-type: none"> 1) the caretaker's most recent IRS tax return listing child as a dependent; OR 2) a letter from a child care center or other independent, non-relative, verifiable source that can establish the individual's parental and financial responsibility for the child; OR 3) a letter from an independent school district; OR 4) documentation that the caretaker is receiving Temporary Assistance for Needy Families benefits on behalf of the child, or has received benefits within the past six months.

Additional Resources

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 could free up some money to pay for child care. Some of the resources available are listed below.



2-1-1 Texas/United Way. 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. Visit www.211texas.org or call 2-1-1.



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 apply, visit www.yourtexasbenefits.com or call 2-1-1.



The Lone Star Card

Supplemental Nutrition Assistance Program (*SNAP*) Helps people buy the food they need for good health. This program **is not** tied to the TANF program. It is considered a nutritional program. To apply, visit www.yourtexasbenefits.com or call 2-1-1.



The Women, Infants and Children Program (WIC) a nutrition program that helps pregnant women, new mothers, and young children (*under 5 years 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



Insurance Program (CHIP). Low cost children's health insurance for children from birth to 18 years of age. To apply, visit <https://chipmedicaid.org> or call 2-1-1.



Texas Head Start

Association child development programs for Early Head Start (ages newborn-3years) and Head Start (ages 3-5years). Services are available at no cost to qualifying families. Visit www.txhsa.org or call 2-1-1, to find a program in your area.



Pre-Kindergarten programs are offered in many school districts. Children must be at least three years of age and meet other eligibility criteria. Contact your neighborhood school for additional information visit <http://tea.texas.gov/ece/eligibility.aspx> or call 512-463-9581.



On-site after-school care is offered in many schools, for children in pre-kindergarten and older. Sometimes these programs offer scholarships or fees based on your household size and income—also known as sliding scale fees. Contact the school your child attends and ask if after-school care is offered.



LowIncomeHousing.us

Nationwide Housing

Search. Find affordable rentals & housing options for low income families and individuals. To learn more visit www.lowincomehousing.us



If you are a **college student**, check with Student Services to see if they have money to help pay for child care while you attend school.

Children with Special Needs

The definition of a child with a disability:

A child who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself; performing manual tasks; walking; hearing; seeing, speaking, or breathing; learning; and working.



Required Disability Documentation for Child Care Services (CCS)

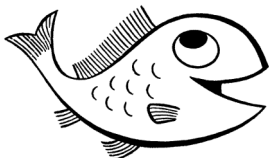
Children with disabilities are one of the priorities* for the Workforce Solutions Rural Capital Area CCS waitlist. If the child needing care has a disability; please provide the following documentation with your completed application.

1. A *detailed* explanation from a physician/medical professional, Licensed Clinical Social Worker, Licensed Clinical Professional Counselor, Psychologist or Psychiatrist stating the child's disability.

and/or

2. Documentation showing enrollment in, or receipt of benefits, from one or more of the following programs due to the child's disability:
 - Supplemental Security Income (SSI) benefits **or**
 - Social Security Disability Insurance (SSDI) benefits **or**
 - Texas Department of Assistive and Rehabilitative Services Early Childhood Intervention (ECI) **or**
 - A Head Start program that identified the child as having a disability **or**
 - Public school special education services, including Preschool Programs for Children with Disabilities (PPCD). *Contact your local school district for information on the Special Education/PPCD program.*

*When we pull children off the waitlist for potential enrollment, the first children we pull are from our priority groups. Then, we pull children that are not on a priority list.



If you have questions, please call 512-260-1937, ext 4067 or toll free 877-223-0404, ext 4067.

Looking for Care for Your Child with Special Needs

Identify your child's needs:

- What are your child's abilities, strengths, and unique qualities?
- What are your child's likes and dislikes?
- What makes your child happy or sad?
- What is your child's routine?
- How does your child get along with others?

Ask the provider:

- Are the caregivers trained in early childhood education and special needs?
- How many children are there for each caregiver?
- What are the program's rules about discipline?
- If your child needs to be lifted, is the caregiver able to lift your child?

Discuss your child's needs with the provider:

- Be honest, lay it on the line.
- Clearly discuss your child's abilities, strengths, and unique qualities.
- Describe your child's likes, dislikes, and what makes him/her happy or sad.
- Include information about any special assistance or equipment needed and provide supporting documentation.
- Ensure the provider is willing to help solve problems that may come up.

For information on the child care provider's responsibilities in caring for children with disabilities visit: www.ada.gov/childqanda.htm



Resources

Special Needs Resource Project provides information and resources for parents of children with special needs or disabilities. The website helps parents get a jump-start in the search for helpful information and resources: www.snrproject.com

Social Security Administration (SSA). Social Security Disability Insurance pays benefits to you and certain members of your family if you are "insured," meaning that you worked long enough and paid Social Security taxes. Supplemental Security income pays benefits based on financial need. Apply for benefits at www.ssa.gov/disability/ or toll free 1-800-772-1213.

Early Childhood Intervention (ECI) a statewide program for children ages newborn-3years, with disabilities and developmental delays. ECI supports families to help their children reach their potential through developmental services. ECI provides evaluations, at no cost to families, to determine eligibility and the need for services. Families and professionals work together as a team to plan appropriate services based on the unique strengths and needs of the child and family. Services are provided in the home and in community settings such as child care facilities. Services are provided by local agencies and organizations across Texas. For more information about ECI call 1-800-628-5115.

Texas Head Start Association child development programs for Early Head Start (ages newborn-3years) and Head Start (ages 3-5years). Services are available at no cost to qualifying families. Visit www.txhsa.org or call 2-1-1.

Region 13 provides services in areas of Preschool Program for Children with Disabilities, Visually Impaired Services, Regional Day-School for the Deaf Share Service Arrangement, Special Education Leadership Network, and all areas of special education through the provision of workshops, consultation and technical assistance. Provides a Parent Handbook for Special Education to help you through the special education process. Visit www4.esc13.net/uploads/facilitatingIEPs/docs/SPED_ParentHandbook.pdf

2-1-1 Texas/United Way. No matter where you live in Texas, you can find information about resources in your local community. Whether you need help finding food or housing, child care, crisis counseling or substance abuse treatment. Visit www.211texas.org or call 2-1-1 or toll free 1-877-541-7905.

Respite care is short term, temporary care provided to people with disabilities in order that their families can take a break from the daily routine of care giving. Unlike child care, respite services may sometimes involve overnight care for an extended period of time. Services are provided in many ways depending on the provider, the needs of the family, and available funds. Some may charge sliding scale fees based on the family's income.