

# **WORKFORCESOLUTIONS**

## **G R E A T E R D A L L A S**

<b>Policy Number:</b> S0608	<b>RE:</b> Texas Administrative Code 809.20
<b>Date Issued:</b> 10-16-08	<b>Effective Date:</b> 10-15-08

### **TIME LIMIT OF CHILD CARE WHILE IN TRAINING**

#### **Background**

According to Texas Administrative Code, Title 40 Part 20 Chapter 809, Boards must establish time limits for child care while in training.

#### **Policy**

The Board will maintain the 2 year or 65 credit hour limit on duration of child care for education. If the participant is within 6 months of completion of the training, an extension to the time limit may be granted. Limits for education/training may be extended for those who are in training for targeted professions. This would be decided on a case-by-case basis with the approval of designated board staff. Since employers in the Dallas area need educated and skilled employees, this policy will assist in meeting childcare needs of the workforce.

#### **Child Care during Temporary Interruptions in Work, Education or Job Training**

- (a) If a parent has a temporary cessation of work, education, or job training activities and is unable to meet the requirements described in §809.50(a)(2), child care may be suspended for no more than 90 calendar days from the documented effective date of the cessation of these activities.
- (b) If a parent has a documented temporary medical incapacitation and is unable to meet the work, education, or job training requirements described in §809.50(a)(2), the following shall apply:
  - (1) Child care may be allowed to continue for no more than 60 calendar days from the documented effective date of the temporary medical incapacitation; and
  - (2) Child care may be suspended for no more than 30 calendar days after the end of the 60-day calendar period following the documented temporary medical incapacitation, as described in subsection (b)(1) of this section.
- (c) Upon the parent's return to work, education, or job training activities, a Board is not required to resume child care at the same provider used prior to the documented temporary cessation of these activities or medical incapacitation.
- (d) Prior to any suspension of child care as described in this policy, a parent must provide:
  - (1) documentation from the employer or training provider stating that the parent will be returning to work or job training activities following the temporary cessation of these activities or medical incapacitation; or

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- (2) written notification to the child care contractor of the parent's intent to enroll in an educational institution following the temporary cessation of educational activities.

**Termination of Childcare Services**

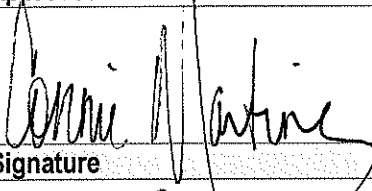

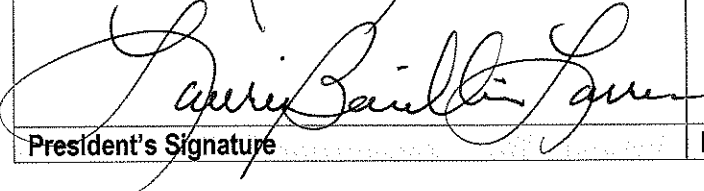
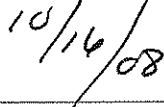
The Childcare contractor must follow this process for termination. Using form 2052 - Notification of Denial, Reduction, or Termination of Services and form 1071 - Client Rights and Responsibilities During the Appeal Process to notify parents that childcare services will cease on a given date unless employment or the approved education or training activity has begun before the time period expires. Both forms - 2052 and 1071 must be mailed at least 15 calendar days before the end of the 4-week inactivity period for either employment search to end or the next training/educational activity to begin.

**Action Required**

This policy should be distributed to all affected staff.

**Contact**

Inquiries regarding this policy should be directed to **Connie Martinez, Vice President, Resource Development and Deployment at 214.290.1008.**

<b>Approved for Content:</b>	
	
<b>Signature</b>	<b>Date</b>
	
<b>President's Signature</b>	<b>Date</b>