

PARENT AGREEMENT TO REPORT CHILD CARE ATTENDANCE

I understand that my child's care may be terminated without prior notice if my child is absent for five days in a row without contacting the child care provider or the child care contractor, and care cannot continue during my appeal of the termination.

As a requirement for receiving child care services, I agree to the following:

- I understand that use of the Child Care Attendance Automation card (attendance card) is mandatory.
- I must use the attendance card to report attendance and absences.
- If I do not report attendance or absences using the attendance card:
 - my child care services may be terminated; and
 - I may be responsible for paying my provider.
- I must report to the child care contractor when my attempt to record attendance is denied or rejected and cannot be corrected at the provider site. If I do not report to the contractor, the failure to report attendance may result in an absence or I may be responsible for paying my provider.
- I can designate up to three individuals as secondary cardholders to report attendance and absences on my behalf.
- The secondary cardholder must be at least 16 years old, unless the individual is the child's parent.
- I must not designate the owner, assistant director, or director of the child care facility as a secondary cardholder.
- I am responsible for any misuse of the attendance card by any secondary cardholder.
- I am responsible for informing any secondary cardholders of these requirements and their responsibility for using the attendance card.

I also understand that my child care services can be terminated if I or the secondary cardholder:

- gives the attendance card to someone else—including the child care provider; or
- gives the personal identification number to someone else.

I acknowledge that I have read and agreed to this parent agreement, and all of my questions about this agreement have been answered.

Parent Signature: _____

Date: _____

The Texas Workforce Commission prosecutes fraud to ensure that child care funds are maximized for qualified families. To report suspected fraud, call the fraud hotline at (800) 252-3642.