

Chapter 1

Overview of the Child Care System

The Texas Workforce Commission (TWC) is one of the state agencies that allocates funding to the Concho Valley Workforce Development Board (CVWDB). The CVWDB is the local entity that provides support services to low income families working to become and remain self-sufficient. CVWDB administers programs such as “Choices”, the Temporary Assistance for Needy Families (TANF) employment services program, the Food Stamp Employment and Training Program (FSE&T), Project RIO (Reintegration of Offenders), Workforce Investment Act (WIA), and Child Care Services (CCS).

The CVWDB Child Care Services Program

The CVWDB Child Care Services Program helps eligible families with child care expenses and helps child care providers improve their services. The goals of the CVWDB CCS Program are:

- To enable low income parents to work or to receive training for work
- To help prevent abuse and neglect of children, and
- To support the physical, social, emotional, and intellectual development of children

The CCS System

Most CVWDB services that help eligible families with child care are combined into one system called CCS.

- CVWDB procures a contractor to manage the delivery of child care services. In this *Child Care Provider Manual* this agency is referred to as CCS.
- Over 45 child care providers in the Concho Valley have signed agreements with CCS to become Child Care Providers on Agreement (POA).
- About 900 eligible children are served each day through the CCS system in the Concho Valley.
- CCS is responsible to CVWDB for the operation of the system in their area.

CCS Staff

CCS staff that Child Care Providers will see or talk to most often are:

- Child Development Specialist (CDS) who offers program support, on-site training, technical assistance and resources, and helps the POA comply with CCS requirements.
- Client Services Specialists (CSS), who assist parents during intake and enrollment.

- Fiscal staff, who assist providers with the billing process and payment questions.

The Child Care Contract Manager and staff work with CDS staff and may visit provider facilities.

Child Care Providers

Child Care providers who meet certain requirements may become Child Care Services Providers by signing an agreement with the Child Care Contractor. In this *Child Care Provider Manual*, child care providers who sign this agreement are called Providers on Agreement (POA). Chapter 2 gives complete information on becoming a POA.

Some advantages of being a POA are:

- Receiving technical assistance from CCS
- Having access to additional resources
- Receiving direct payment for child care services provided

The POA's Role in the CCS System

The most important role of a POA is to provide quality care for all children in the facility. A POA participates in the CCS system in several other ways.

- The POA is often asked to give their opinions about the CCS system through surveys, questionnaires, and meetings.
- The other roles and responsibilities of the POA are detailed in various chapters of the *Provider Manual*.
- Quarterly POA meetings provide an open forum for CCS and the POA to offer feedback and suggestions.

Laws, Regulations and Rules Governing the CCS System

All rules, policies, and procedures in this Provider Manual are based on federal or state rules, laws, and regulations. CVWDB develops policies to implement the federal or state rules, laws, and regulations. CCS develops procedures to carry out the CVWDB policies.

At the end of each chapter in this manual is a list of the numbers and titles of state rules that apply to information in that chapter. The complete rule can be viewed in Appendix I.

Funding for Child Care

The federal and Texas state governments, along with local contributions, provide funding for children referred to Child Care Providers by CCS. Although the amount of child care funding in the Concho Valley has increased over the years, the total amount available is only enough to serve a small percentage of eligible children.