

WORKFORCE DEVELOPMENT DIVISION
Workforce Service Delivery
Technical Assistance Bulletin #109

Program: **Child Care**

Topic: **Updated Form: Child Care 2042 School Attendance Verification**

Date: **January 27, 2006**

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards with information on the update to Form CC-2042 (School Attendance Verification).

Previously, Form CC-2042 explained that state law required proof of school attendance. The reference has been updated to note that Texas Workforce Commission Child Care and Development rules (40 TAC, Chapter 809) require that parents provide proof of their child's school attendance. Form CC-2042 may be used to verify school attendance. Other methods of verifying school attendance—such as report cards, calls to school counselors, and other Board-approved methods—are also allowable.

The revised form is included as Attachment 1 and is also located on the Texas Workforce Commission's Intranet under *Child Care Forms* at <http://intra.twc.state.tx.us/intranet/gl/docs/cc-2042.doc>

If you have questions, please contact the assigned contract manager for your local workforce development area.

Board Name _____

Form CC-2042
January 18, 2006

SCHOOL ATTENDANCE VERIFICATION

Date sent to parent/caregiver _____

PARENT PERMISSION FOR RELEASE OF INFORMATION

I hereby give my permission to release the information requested on this form.

Por este medio doy permiso para divulgar la Información que se pide en esta forma.

Signed: _____ Date/Fecha _____

To school personnel: This household is receiving assistance with child care services through the _____. In order to receive this assistance, Texas Workforce Commission rules (40 TAC, Chapter 809) require that the household provide proof of school attendance during the period of time from _____ to _____. Will you please assist the parent(s) to provide proof of the child's attendance by completing the information in the shaded box below?

Name of child	Date of Birth	Grade
Case name/Name of parent or caretaker	Case no.	
Address		

PLEASE COMPLETE THE FOLLOWING

Did this child attend school regularly, meeting school attendance requirements, between the dates _____ of _____ and _____ ? Yes No

Comments (optional): _____

Name of school: _____

Name and title of person providing information: _____

Telephone number (_____) _____

Signed: _____ Date: _____

Person providing information

The child care contractor needs this information by: _____ Date _____

the parent(s) or FAX to: _____

Telephone (_____) _____ FAX (_____) _____