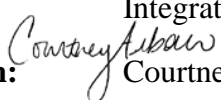


## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 01-18
<b>Date:</b>	January 18, 2018
<b>Keyword:</b>	Child Care
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices

**From:**  Integrated Service Area Managers  
Courtney Arbour, Director, Workforce Development Division

**Subject:** Child Care Attendance Automation System “One-Swipe” Enhancement

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### PURPOSE:

To provide Local Workforce Development Boards (Boards) with information about an enhancement to the Child Care Attendance Automation (CCAA) system that will allow parents to record attendance with one swipe of their CCAA attendance card.

### RESCISSIONS:

None

### BACKGROUND:

The CCAA system provides a mechanism for parents to record the attendance of children receiving Texas Workforce Commission (TWC)-subsidized care. TWC’s Chapter 809 Child Care Services rules require parents and providers to use CCAA and abide by requirements for attendance tracking.

Currently, the CCAA system requires parents to perform two attendance actions—one to check in and another to check out—to record each child’s daily attendance. This is done by swiping the CCAA attendance card at the point of service (POS) device or calling the interactive voice response (IVR) system for each check-in and checkout.

The system vendor is modifying CCAA to allow just one action for recording children’s attendance, and parents will no longer be required to check out their children; only one swipe at the POS device or one call to the IVR system per day will be required to record a child’s attendance. The benefits of this change are ease of use, increased efficiency, and a reduction in errors.

### PROCEDURES:

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this

WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

**NLF:** Boards must be aware of the following:

- Effective December 11, 2017, the CCAA system will require only one swipe for recording children’s attendance, and parents will no longer be required to check out their children. Boards must transition to requiring a single swipe to record a child’s attendance in the CCAA system by February 1, 2018.
- CCAA will no longer require “matched” check-in and checkout transactions. Parents will be able to check in their children even if they did not check out the previous day. Boards must be aware that attendance is only recorded as “Present” when the parent enters a check-in.
- Although the system will no longer require checkouts, parents may continue to check out children with no effect.
- The enhancement to CCAA to allow one swipe has no impact on The Workforce Information System of Texas (TWIST). Attendance recorded in CCAA will continue to be sent to TWIST, and parents will continue to be able to record backdated attendance up to six days in the past.

**NLF:** Boards must ensure that parents and providers are notified that CCAA will only require a single swipe to record a child’s attendance.

**LF:** Boards may determine the methods of communication to inform parents and providers of the CCAA changes to allow one swipe. TWC has provided the following customizable materials for Boards to communicate the change:

- CCAA One-Swipe Provider Notification
- CCAA One-Swipe Parent Notification
- CCAA One-Swipe Flyer
- CCAA One-Swipe Table Tent

**INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**ATTACHMENTS:**

Attachment 1: CCAA One-Swipe Provider Notification  
Attachment 2: CCAA One-Swipe Parent Notification  
Attachment 3: CCAA One-Swipe Customizable Flyer  
Attachment 4: CCAA One-Swipe Example Flyer  
Attachment 5: CCAA One-Swipe Table Tent 4x6  
Attachment 6: CCAA One-Swipe Table Tent 5.5x4.25

**REFERENCE:**

Texas Workforce Commission Child Care Services Rules