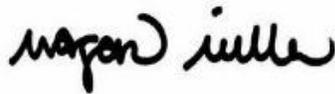


TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 04-26
Date:	March 16, 2026
Keywords:	Child Care; TX3C
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Reagan Miller, Director, Child Care & Early Learning Division
Subject: Parent Rights and Responsibilities

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on ensuring parents are referred to by the Texas Department of Family and Protective Services (DFPS) or workforce programs are informed of their Child Care Services (CCS) Parent Rights and Responsibilities.

RESCISSIONS:

None

BACKGROUND:

Title 40, Texas Administrative Code (TAC), Part 20, Chapter 809 Child Care Services rule [§809.78](#) requires that Boards ensure parents acknowledge in writing their understanding of attendance standards and reporting requirements. This acknowledgment is required at initial eligibility determination and each eligibility redetermination. Low-Income applicants receive this during the online application process.

Referrals from DFPS and workforce programs follow a different enrollment process than Low-Income applicants. To support compliance with this rule, particularly in instances in which a child is referred by DFPS, Choices, or Temporary Assistance for Needy Families (TANF), TWC has developed a Parents Rights and Responsibilities document with a parent signature line for distribution to families.

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.”

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 ensure that procedures are in place to provide customers referred to by DFPS or workforce programs with the CCS Parents Rights and Responsibilities document containing a signature line for acknowledgment.

NLF: Board staff must enter a **Family Note** in TX3C: KinderTrack noting when the parent was provided with the CCS Parent Rights and Responsibilities document and whether the parent returned the signed form.

NLF: Boards must inform staff that the signed copy of the CCS Parent Rights and Responsibilities form must be uploaded in **Family Documents** in TX3C: KinderTrack.

NLF: Boards must inform staff members that if a parent fails to return the signed form, they must reach out to the parent at least once and inform them that failure to use the attendance system may result in termination of the child’s eligibility for CCS. Boards must enter a **Family Note** in TX3C: KinderTrack for this outreach.

INQUIRIES:

Send inquiries regarding this WD Letter to childcare.programassistance@twc.texas.gov.

ATTACHMENTS:

[CCS Parent Rights and Responsibilities Acknowledgment Form](#)

REFERENCES:

Title 40, Texas Administrative Code, Part 20, Chapter 809 Child Care Services Rule [§809.54](#), Eligibility for Child Care Services

Title 40, Texas Administrative Code, Part 20, Chapter 809 Child Care Services Rule [§809.78](#), Parent Rights and Responsibilities