

**Please complete, sign and return**

**Attendance Card Agreement**

Parent/Guardian Name: \_\_\_\_\_ TWIST ID #: \_\_\_\_\_

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

- I understand that use of the Attendance Card is **mandatory**.
- I must use the Attendance Card to report attendance and absences.

**Attendance Requirements:**

1. Your child must attend childcare on a regular basis consistent with authorized enrollment days.
  2. Meeting attendance standards for Child Care Services means:
    - a) less than 5 consecutives absences in a month;
    - b) 10 or less absences in a month;
    - c) 40 or less total absences during your eligibility period
  3. If you fail to meet the attendance requirements listed above, your Child Care Services may be;
    - a) suspended at your request; or
    - b) be grounds for determining that a change in your participation in work, job training or an education program has occurred and fact finding may be conducted to determine if there has been a permanent job loss that was not reported.
    - c) denied within your 12 month eligibility period for exceeding the 40 absences.
  4. Child Care providers may end your child’s enrollment if the child fails to meet the providers established attendance requirements.
- I can designate up to three (3) people as additional Card Holders to report attendance and absences on my behalf.

Additional Card Holders are listed below:

Full Name of Additional Card Holder	Date of Birth	Relationship to Parent	Issue Card? or Already has a card (circle one)	
			Issue	Already has
			Issue	Already has
			Issue	Already has

- I understand that I must report to my provider any issues encountered with the card use.
- I understand that I must report to Child Care Services when my attempt to record attendance is denied or rejected and cannot be corrected at the provider site. If I do not report to Child Care Services, the failure to report attendance may result in an absence.
- I understand If I do not receive your card within 10 business days, you must contact your Child Care Advisor immediately. If you lose your card OR it stops working, you MUST report within three (3) days to your Child Care Advisor so a new card can be issued immediately.
- I understand that the additional Card Holder must be at least 16 years old, unless the individual is the child’s parent.
- I understand that I must not designate the owner, assistant director, or director of the child care facility OR a relative provider as an additional Card Holder.
- I understand a secondary cardholder cannot misuse the attendance card, must understand and comply with the responsibilities of attendance card usage.
- I or the secondary cardholder will not share their personal identification number (PIN) or attendance card with another person, including the child care provider.
- I understand that absences due to a child’s documented chronic illness, disability, or court ordered visitation are not counted in the number of absences allowed.

I acknowledge that I have read and agree to this Attendance Card Agreement and all my questions about this agreement have been answered:

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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