



## Workforce Solutions Child Care Services

1213 13<sup>th</sup> Street, Lubbock, TX 79401

806-744-3572 or 800-658-6284

### Attendance Automation Card Request

Parent Name: \_\_\_\_\_

Parent Social Security Number: \_\_\_\_\_

Card was (circle one):            Lost            Stolen            Never received

Mailing Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

I understand once the new card is requested the card I previously received will no longer be active and will not work.

I understand I am allowed one (1) free replacement card per eligibility period. After the free replacement card, I must pay \$5.00 for the second replacement card and \$10.00 for each additional replacement card.

I understand I am allowed up to seven (7) unreported absence/attendance days (non-swipe days) during which attendance may be corrected while waiting for the arrival of a replacement card each eligibility year. After that each day I fail to swipe will be counted as an absence. If my child reaches 65 absences within their year of child care eligibility, at the date of my recertification they will not be eligible to receive child care services for one full year.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

