



# Workforce Solutions South Plains Child Care Services

## Directors Corner

**It's Official:  
New CCS Location!!!**

2002 West Loop 289, Suite 117  
Lubbock, TX 79407

We have moved and are settling in to  
our beautiful new location.

Came and see us soon!!!



## Holiday Closures

Child Care Services & CACFP  
will be closed on  
the following day:

**September 3, 2018**

In Observance of  
Labor Day



August 2018  
to  
October 2018

*Why should you be a  
Texas Rising Star (TRS)  
Provider?*

Contact CCS to discover the  
increasing benefits of TRS!  
Jan, Liz or Rachel at  
(806) 744-3572

[www.workforcesouthplains.org](http://www.workforcesouthplains.org)



## Special points of interest:

- ☺ New CCS Location
- ☺ Report School Changes
- ☺ New Parent Fee Changes
- ☺ CACFP News

## Client Services News

**IMPORTANT!!!!**

### **PLEASE REPORT CHILDREN'S SCHOOL CHANGES NOW**

It seems like summer just started and it is already time to prepare for the beginning of school. The Provider School Change Form has already gone out to assist in reporting changes for the new school year.

This year schools are starting on many different dates, so we have added a column to note the date care needs changed. Due to this massive undertaking of adjusting all school children's care, please report **NOW** to avoid delays in payment.

Client Services asks that you always check your 2450's to ensure the care is correct and look for changes to fees.

If you see a problem on the 2450 please call or email the case manager or myself.

I am always available to answer questions or assist.

(806) 744-3572

[debra.garcia@spworkforce.org](mailto:debra.garcia@spworkforce.org)

**THANK YOU!!!**



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## New Parent Fee Procedure Change

All CCS Providers have received a letter detailing the statewide changes.

Locally—Providers should report late parent fees owed by the 5th day of each month. Please include:

- \*Parent/guardian name
- \*TWIST ID #
- \*Time frame/month
- \*Amount owed

It is vital to report late parent fees on a monthly basis as of August 1, 2018. Clients reported as late on their parent fees who enroll or recertify on or after this date will be required to pay in full or care will end and they will have a 60 calendar day waiting period before being able to reapply for services. When you report the late monthly amount, CCS will send the client a letter that gives them 15 calendar days to pay the past due balance and the prorated fees up until the end date. Clients' must provide a receipt to CCS that it is paid in full prior to the end date or care will end and they will have to wait 60 calendar days to reapply. Please email all past due fees to:

**PAST DUE**

**FINAL NOTICE**

**RESPONSE REQUIRED**

**PAST DUE**

**FINAL NOTICE**

**RESPONSE REQUIRED**

[stacey.correa@spworkforce.org](mailto:stacey.correa@spworkforce.org)

or call at 806-744-3572

## CACFP News

CACFP would like to extend our appreciation for the time and effort that our providers demonstrated with their attendance at our Annual Contract Meeting.

**Contract packets are due in the CACFP office by:  
Monday, August 27, 2018.**

You will be receiving additional information on our Annual CACFP trainings very soon!

**Billing is due the 5th of each month to avoid delays in payment.**

Our CACFP is on a blended rate and it is crucial for all providers to turn in the billing timely to receive the maximum reimbursement.

Please do not hesitate to contact us with questions or concerns.

806-687-9726  
CACFP Staff

## New Providers

We would like to welcome the following providers to our CCS Team:

**Nana's Home Daycare**  
Licensed Home in Lubbock

**Suzanne Morman**  
Registered Home in Lubbock.



## Resource Room & Frog Bus

Come by to work on setting up your classroom for the new school year and see our new location.

Betty Anderson Resource Room  
Open M-F 12:00—5:00 pm



FROG Bus trips to all rural CCS locations will resume September 4, 2018.



Please check your email regularly and share information with staff.

## Upcoming Trainings

We have several trainings coming up in the next few months.

**August 8, 2018**

**Ole! Texas Outdoor Learning Environments**  
presented by TTU staff

**August 2018**

**Conscious Discipline Overview**  
presented by CCS staff

**September 2018**

Special Needs presenter TBA

**October 2018**

Topic & presenter TBA

We will email you additional information soon.

## Provider Meeting

Our CCS Semi-Annual Provider Meeting will be held in October 2018. CCS will notify you once all arrangements have been finalized.



Workforce Solutions South Plains is an equal opportunity employer/programs. Auxiliary aids and services available upon request to individuals with disabilities. Relay Texas: 711 (voice); 800-735-2989 (TDD); Relay Texas Spanish 800-662-4954.