



Workforce Solutions Child Care Services

1213 13th Street, Lubbock, Texas 79401

806-744-3572 or 800-658-6284

Self-Arranged Child Care (SACC)

Self-Arranged Child Care (SACC) is used when the parent's choice of provider is not a Child Care Services Provider. Child Care Services Providers are licensed centers, licensed child care homes or registered child care homes that have signed provider agreements with Child Care Services.

Eligible Self-Arranged providers are:

- A licensed center that is not a Child Care Services Provider,
- A licensed child care home that is not a Child Care Services Provider,
- A registered child care home that is not a Child Care Services Provider,
- The child's great-grandparent,
- The child's grandparent,
- The child's aunt if at least 18 years of age,
- The child's uncle if at least 18 years of age, or
- The child's sibling if the sibling is at least 18 years of age.
- Relative providers providing child care must become Listed Family Homes with TDFPS Day Care Licensing. Providers must qualify before child care may begin. Relative child care providers can not live in the same home as the child, unless the child's parent is a teen.

The Information Session

Detailed information about the SACC process is provided during the Information Session the parent and provider must attend.

Parent and provider must bring valid picture identification cards, Social Security cards, proof of current address (a current bill that shows name and address, letter from TDHS or other government agency, or similar document) and your Direct Deposit Authorization Form and voided check. You may also need to provide proof of relationship.

The necessary forms for SACC will be discussed and filled out during the Information Session. These include the I. R. S. Form W-9 since the money earned as a SACC provider is income.

Important Information for SACC Providers

The parent has hired you to care for the children. You will not be working for anyone other than the parent. Child Care Services does not process any taxes because you work for the parent. You are responsible for your taxes.

If the parent has to pay part of the cost of child care, you will be responsible for collecting that money. The amount the parent must pay will be deducted from your check.

You must keep accurate records of the children's attendance and any money received from the parent.

You will be paid directly from the attendance that is recorded by the parent via the IVR system.

Only the parent may access the Child Care Automated Attendance System to register attendance.

Your income as a SACC provider is the total of any amount the parent must pay you and the checks Workforce Child Care Services sends you.