

# Relative Provider Information- Potential Providers

## An eligible Relative provider must:

- 1. Be listed with the Texas Department of Family and Protective Services**
  - The Texas Workforce Commission's (TWC) Child Care Rules have changed. A Relative provider caring for children must listed with the Texas Department of Family and Protective Services (TDFPS). This became effective on September 1, 2007.*
- 2. Be at least 18 years old**
- 3. Be a great-grandparent, grandparent, aunt, uncle or adult sibling** *(by marriage, blood, or court decree)*
- 4. Not live in the same household as the eligible child** *(unless approved and documented by CCDS staff)*
- 5. Not appear on the Texas Department of Public Safety Sex Offender Registry**

## A Relative Provider must submit the following documentation:

- Copy of the Texas Department of Family Protective Services (TDFPS) Listing Permit**

*If your relative provider is not listed, they must contact one of the following TDFPS technicians. If the providers last name begins with:*

*A-D call Leticia Espinoza at (210) 337-3070*  
*E-L call Stephanie Sandoval at (210) 337-3217*  
*M-R call Rosemary Morales at (210) 337-3038*  
*S-Z call Sonja Pena at (210) 337-3549*
- An official photo identification**

*Texas Driver's License or Texas issued ID or Military ID – address must match the proof of residency*
- Social Security card**

*Receipt showing the provider has applied for the Social Security card will be accepted temporarily*
- Verification of providers' age**

*Driver's License, birth certificate or other form of official identification*
- Proof of Residency**

*Documents must include your name, full address and match the official photo identification. Acceptable documents: lease agreement, utility bill (electric, water, home phone- no cell phone, cable bill), Food Stamps/Medicaid letter, Social Security letter, SAHA contract, HUD title*
- Employment Verification form**

*If the relative provider currently works or if worked in the prior quarter, employment will be verified*

**Once documentation is submitted and verified, the CCS client and the relative provider will be scheduled to attend an orientation class. Child care will be authorized after orientation.**