

# Variable Schedules in The Workforce Information System of Texas (TWIST)

## Background

Parents with variable weekly work schedules who require child care to be authorized for any day of the week require changes to their attendance codes so the system will pay the claim correctly.

## Attendance Codes

The following are definitions of the system's attendance codes:

- Z-Days – authorized days with no attendance recorded in CCAA
- P-Days – paid days
- H-Days – paid holidays
- A-Days – absence days, including:
  - I-Days – illness days
  - C-Days – court-ordered custody days

## Variable Schedule Calculations

The current system only brings over Z-Days and H-Days. If a child has a variable schedule in place, local staff need to manually change all Z-Days to P. Changing Z-Days to P-Days in the entire authorized month will allow TWIST to do the correct calculation and pay the child care provider for the authorized days of child care based on the referral entered in TWIST.

Note: Local staff should continue to enter any 5 consecutive absence days so the system counts absences correctly.

### **TWIST Calculation**

If the actual number of days authorized for child care (P-Days) plus the number of paid holidays (H-Days) is greater than the number of days in the month minus eight, then the claim is P-Days updated by local staff plus the H-Days.

*Example: A Child care referral is authorized for seven days per week up to a maximum of seven days per week (31-day month).*

The calendar below shows the child's actual authorization:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 P	2 P
3 P	4 H	5 P	6 P	7 P	8 P	9 P
10 P	11 P	12 P	13 P	14 P	15 P	16 P
17 P	18 P	19 P	20 P	21 P	22 P	23 P
24 P	25 P	26 P	27 P	28 P	29 P	30 P
31 P						

Total days in the month:  $31 - 8 = 23$