


**Updating Availability for your  
child care facility at  
[find.frontlinechildcare.Texas.gov](https://find.frontlinechildcare.Texas.gov)**

# Step 1: Log in at this website


<https://childcare.bowtiebi.com/Texaschildcareform>



Email associated with  
your Child Care  
Licensing Online  
Account

Email associated with your Child Care Licensing  
Online Account 

Enter email

Full License Number (Include dashes and spaces if  
applicable) 

Enter License Number

Child Care Licensing  
Operation ID

Submit

If you are unable to login, please email us at

**MSC@hhsc.state.tx.us**

At the time of the development of this site, the Texas Child Care  
Availability Portal is 100 percent funded with Child Care and  
Development Block Grant funds, as part of a \$540,735,073 grant  
to the Texas Workforce Commission from the Administration for  
Children and Families.

# Step 2: Select Center and Date

To update your availability, first select the center and the date you wish to update. Then click the "Update Availability" button.

To update your profile, first select the center and click the "Update Profile" button.

1) Select Center.  
If you have more than one center associated with the email address, all will show up

Update Availability

Update Profile

3) Press button

2) Select the date you wish to update capacity for

# Step 3: Update Availability by Age Group



If your data has not changed since the last time you updated, please click the "Submit" button to confirm your data.

Infant (0 to 17 months old)

Toddler (18 months old to 3 years old)

Preschool (3 years old to 5 years old)

School Age (5 years old to 13 years old)

The Governor's Texas Child Care Task Force wants to ensure that essential workers can access child care programs if they need it. Therefore, we are requesting child care providers let us know how many children are attending their programs. Please note that this information is for planning purposes and will not be displayed publicly.

**When looking at your attendance for last week, what was the average number of children that attended each day?** For example, if you had between 50 and 60 kids attend your program each day, you would answer 55.

Submit

Back

Update the available seats for each age group and press submit

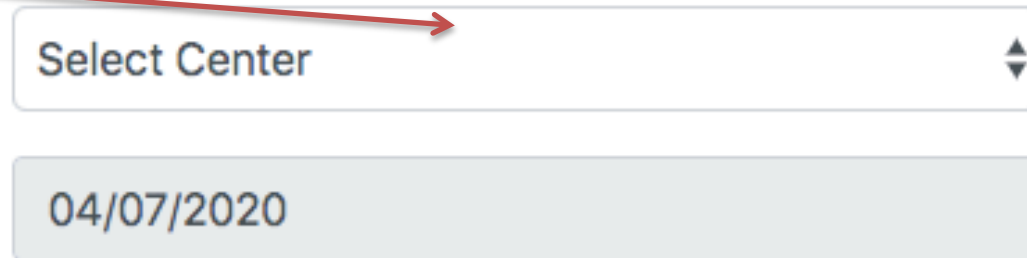
Update your attendance on average each day

# Optional: Update Notification Settings

To update your availability, first select the center and the date you wish to update. Then click the "Update Availability" button.

To update your profile, first select the center and click the "Update Profile" button.

1) Select Center.  
If you have more than one center associated with the email address, all will show up



The screenshot shows a web form with two main input fields. The first is a dropdown menu labeled "Select Center" with a downward-pointing arrow on the right side. Below it is a date field containing the text "04/07/2020".

Update Availability

Update Profile

2) Press button

# Optional: Update Notification Settings



Email address to be listed on the Texas Child Care Availability Portal provider map

Phone number to be listed on Texas Child Care Availability Portal provider map

Email address to receive weekly push notifications to remind you to update your vacancy information.

Cell phone number to receive weekly push notifications to remind you to update your vacancy information

- No Credentials
- NAEYC
- NAC
- Texas School Ready
- Other

Update the information for each field and press submit

# FAQ

- If you need to update any information regarding your operations, please submit the changes through your [Child Care Licensing Online Account](#) with the State of Texas (updates will populate on the Texas Child Care Availability Portal for parents within 1-2 business days).
- Availability will be update every hour on the Texas Child Care Availability Portal for parents.
- The license ID number is sensitive. If you have an extension with a “-” please enter the whole number. Some have a space after the dash, some do not.
- If you receive an error, email [MSC@hhsc.state.tx.us](mailto:MSC@hhsc.state.tx.us).
- You will receive notifications to update your capacity from [DoNotReply@frontlinechildcare.texas.gov](mailto:DoNotReply@frontlinechildcare.texas.gov).