


**Updating Availability for your
child care facility at
find.frontlinechildcare.Texas.gov**

Step 1: Log in at this website

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



Email associated with your Child Care Licensing Online Account

Email associated with your Child Care Licensing Online Account 

Enter email

Full License Number

Enter License Number

Child Care Licensing Operation ID

Submit

If you are unable to login, please email us at **MSC@hsc.state.tx.us**

At the time of the development of this site, the Frontline 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

04/07/2020

2) Select the date you wish to update capacity for

Update Availability

Update Profile

3) Press button

Step 3: Update Availability by Age Group



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)

Submit

Back

Update the capacity for each age group and press submit

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

Select Center

04/07/2020

Update Availability

Update Profile

2) Press button

Optional: Update Notification Settings



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

Phone number to be listed on Frontline 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

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 Frontline Child Care Availability Portal for parents within 1-2 business days).
- Availability will be update every hour on the Frontline 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.
- You will receive notifications to update your capacity from DoNotReply@frontlinechildcare.texas.gov.