



Travis County Commissioners Court

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Travis County Children's Protective  
Services Board  
Appointment Application Packet

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**Application Deadline: July 3, 2026**

June 22, 2026

TO: Potential Applicants

FROM: Travis County Commissioners Court

SUBJECT: **CPS Application Process, Timeline and Application**

Attached is the Travis County Children's Protective Services (CPS) Board Application Packet. Included in the packet are:

1. a description of the history and mission of CPS;
2. a summary of the qualifications the County is seeking in its appointees; and
3. an application form.

**The deadline for receipt of completed applications is Friday, July 3, 2026**

**Applications received after the deadline will not be eligible for consideration.**

Applications must be submitted electronically to: [IGR@traviscountytx.gov](mailto:IGR@traviscountytx.gov)

More information on this appointment can be found at <https://www.traviscountytx.gov/igr/board-appointments>

For questions or more information please contact:

[IGR@traviscountytx.gov](mailto:IGR@traviscountytx.gov)

## **Call for Applications to the Travis County Children’s Protective Services (CPS) Board**

The Travis County Commissioners Court is seeking applications from qualified individuals to serve on the Travis County Children’s Protective Services Board. The Court is seeking community members with “lived” experiences in addition to those with career related knowledge and skills to partner in the work the board provides. The Board aims to diversify its membership in ways that better mirror the community it serves by adding the voices and perspectives of the folks who have experience with the child welfare system.

The mission of the CPS Board is to provide financial support for the special needs of children in the care of the Texas Department of Family and Protective Services, to educate the community about child abuse and neglect issues, and to support and provide a liaison between Travis County Child Protective Service workers and the public by increasing the community’s awareness of child welfare program policies and needs. The board is statutorily mandated to provide coordinated state and local public welfare services for children and their families and for the coordinated use of federal, state, and local funds for these services.

The Board is comprised of 13 members appointed by the Commissioners Court for three-year terms. The Travis County CPS Board meets monthly on the third Tuesday from 6:30 p.m. – 8:30 p.m. and has hybrid participation options (in person and virtual) each month. Applicants must be Travis County residents. Upon selection to the Board, applicants will have to submit to a background check and complete a TDFPS volunteer form.

### **SKILLS DESIRED:**

- Knowledge, understanding and experience with disproportionality issues facing the Child Welfare System
- Relevant knowledge and/or lived experience with diverse cultures
- Knowledge and direct experience in Travis County Child Protective Services legal system
- A passion and desire to be a voice and/or representative of under recognized/marginalized communities (i.e. foster youth alumni, impacted parent (of any role and/or gender identity), foster/adoptive parent, communities of color, Native Communities, disabilities, gender non-conforming/queer communities, immigration issues, etc.)

**Applicants must be a resident of Travis County.**

# APPLICANT CONTACT SHEET

Applicant Contact Information				
Name				
Spouse's Name				
Mobile / Home Phone Number				
Email Address				
Residential Home Address (Required to verify residency)				
County Commissioner Precinct	<input type="checkbox"/> Pct. 1	<input type="checkbox"/> Pct. 2	<input type="checkbox"/> Pct. 3	<input type="checkbox"/> Pct. 4

Applicant Information		
Date of Birth	Preferred Pronouns	
<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Prefer Not to Indicate
How did you learn about this vacancy?		

Race/Ethnicity
<input type="checkbox"/> Prefer not to indicate

# CHILDREN'S PROTECTIVE SERVICES BOARD APPLICATION

## Applicant Name

## Statement of Purpose

In 150 words or less briefly summarize why you are seeking this appointment.

## Statement of Lived Experience

If applicable, please briefly summarize any lived experience with CPS that you are comfortable sharing.

## Skills

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Administration & Operations | <input type="checkbox"/> Facilities Management     | <input type="checkbox"/> Public Relations      |
| <input type="checkbox"/> Advocacy                    | <input type="checkbox"/> Financial Management      | <input type="checkbox"/> Staffing/HR           |
| <input type="checkbox"/> Childcare Experience        | <input type="checkbox"/> Fundraising/Grant Writing | <input type="checkbox"/> Strategic Planning    |
| <input type="checkbox"/> Counseling                  | <input type="checkbox"/> Health Care               | <input type="checkbox"/> Training              |
| <input type="checkbox"/> Education                   | <input type="checkbox"/> Program Development       | <input type="checkbox"/> Volunteer Experience  |
| <input type="checkbox"/> Event Planning              | <input type="checkbox"/> Program Evaluation        | <input type="checkbox"/> Writing/Communication |

Please highlight any other relevant skills and experience you would bring to the board.

**Education History**

Select highest level of education completed:

<input type="checkbox"/> High School/GED	<input type="checkbox"/> Trade/Vocational	<input type="checkbox"/> Community College	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
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Please list certificates or degrees obtained:

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**Current Employment Information**

<b>Employer</b>	
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<b>Job Title</b>	
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<b>Email/Work #</b>	
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<b>Start and End Dates</b>	
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**Most Recent Past Employment**

<b>Employer</b>	
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<b>Job Title</b>	
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<b>Email/Work #</b>	
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<b>Start and End Dates</b>	
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**Current Professional Organization Memberships**

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**Community Participation: Public Service, Civic Engagement, Volunteer Experience**

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**PLEASE ATTACH A SEPARATE, DETAILED RESUME**

**TRAVIS COUNTY CHILDREN’S PROTECTIVE SERVICES BOARD  
CERTIFICATION OF APPLICANT**

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give Travis County full authority to conduct background investigations pertinent to this application.

I agree to file the attached affidavit of eligibility prior to being considered for an appointment by Travis County. I further agree to file an amendment in the event my status should change during the tenure of my appointment.

Further, I understand that the information provided in this application will be considered a government record and is subject to the disclosure and exception provisions of the Texas Public Information Act and all other statutory requirements.

Interviews will be conducted in a public forum in accordance with the requirements of the Texas Open Meetings Act and any other statutory requirements or exceptions.

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**Printed Name**

**Applicant’s Signature**

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**Date**

**Completed applications and attachments must be submitted electronically to:**  
[IGR@traviscountytexas.gov](mailto:IGR@traviscountytexas.gov)

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT  
BE ELIGIBLE FOR CONSIDERATION.**

*More information about the Texas Open Meetings Act and the Texas Public Information Act can be found by visiting <https://www.texasattorneygeneral.gov>.*

**THE TRAVIS COUNTY CHILDREN’S PROTECTIVE SERVICES BOARD  
AFFIDAVIT OF ELIGIBILITY FOR APPOINTMENT**

I, \_\_\_\_\_, declare or affirm that I am capable of making this affidavit and that the information contained in this document is true and correct. I am making this affidavit to establish that I meet all eligibility requirements established by the Travis County Commissioners Court for reappointment to the Travis County Child Protective Services Board and submit the information under the penalty of perjury, on \_\_\_\_\_, 2026.

Accordingly, I hereby affirm that all of the following statements are true:

1. I am a resident of Travis County.
2. Neither I, nor my spouse or minor children, own 10 percent or more of the voting stock of a corporation, partnership, or other business association that transacts business with the Travis County Child Protective Services Board.
3. Neither I, nor my spouse or minor children, owns either 10 percent or \$15,000 or more of the fair market value of a corporation, partnership, or other business association that transacts business with the Travis County Child Protective Services Board.
4. Neither I, nor my spouse or minor children, received more than 10 percent of our gross personal income last year from a corporation, partnership, or other business association that transacts business with the Travis County Child Protective Services Board. This does not include employment with Travis County.
5. I will inform both the Commissioners Court and the leadership of the Travis County Child Protective Services Board if these circumstances change during the time I am serving on the board.

\_\_\_\_\_  
Name:

## Application Checklist

Thank you for your interest in applying. To ensure that your application is ready for submission, please make sure that you have done the following:

- Completed all relevant fields on the application. A home address **MUST** be provided to verify residency.
- Signed the Certification of Applicant Form
- Signed the Affidavit of Eligibility
- Attached a separate, detailed resume

Applications will not be considered for eligibility unless they are complete, submitted by the application deadline, and submitted to [IGR@traviscountytx.gov](mailto:IGR@traviscountytx.gov). We cannot guarantee that applications sent to any other email address will be received by IGR.

If you have any questions about the application or need assistance, please email [IGR@traviscountytx.gov](mailto:IGR@traviscountytx.gov).