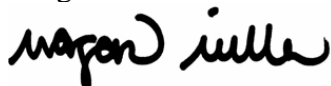


TEXAS WORKFORCE COMMISSION

Workforce Development Letter

ID/No:	WD 05-22, Change 1
Date:	July 29, 2022
Keyword:	Child Care
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Reagan Miller, Director, Child Care & Early Learning Division

Subject: Board Support for the Child Care Industry—*Update*

PURPOSE:

The purpose of this WD Letter is to provide an updated application due date, as well as information and guidance, to Local Workforce Development Boards (Boards) regarding providing business outreach and support for the child care industry.

RESCISSIONS:

05-22

BACKGROUND:

On February 1, 2022, the Texas Workforce Commission's (TWC) three-member Commission (Commission) approved funding to support the child care industry by authorizing Boards to identify staff members or hire new staff members to focus on child care business outreach and support.

Boards may use this child care industry support funding to expand business services resources that target business outreach support to the child care industry, including assistance with the following:

- Connecting with TWC's child care provider expansion entity/entities
- Connecting with TWC-funded business coaching and business training
- Learning how Workforce Solutions Office staff can help them hire support and other workforce assistance services
- Learning about participating in the Child Care Services program and the Texas Rising Star quality rating system
- Connecting with the Texas Human Health and Services Commission's Child Care Regulation department to learn about Texas' regulatory requirements for child care operations
- Connecting with the Texas Department of Agriculture to learn about the Child and Adult Care Food Program
- Learning about the Texas Child Care Availability Portal and the Texas Early Childhood Professional Development System

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

NLF: Boards must be aware that the Commission approved \$75 million for child care industry support activities, a portion of which will be available to Boards that wish to directly support expansion efforts in their local workforce development areas.

NLF: To request funds, interested Boards must submit a Child Care Industry Support Funding Application (Attachment 1) to bcm@twc.texas.gov no later than August 15, 2022. The submission must:

- outline the number of staff members the Board plans to fund;
- include a budget detailing the amount of funding requested, broken down by Board Contract Year (BCY);
- include an explanation for these costs. For example, if the Board is requesting travel funds, please include a description on how you estimated the amount needed; and
- provide budget details for BCY’22 (for the remainder of this BCY), for BCY’23, and for BCY’24 (for costs through April 2024).

NLF: Boards must be aware that funds will be added to their BCY’22, BCY’23, and BCY’24 Child Care Quality (CCQ) grant awards in accordance with the approved budget they submit.

NLF: Boards must report obligations and expenditures in the Cash Draw and Expenditure Reporting (CDER) system under the cost categories with the “IND” prefix. The IND categories will be regular (not supplemental) cost categories for the BCY’22, BCY’23, and BCY’24 CCQ grant awards.

NLF: Boards must be aware that requested funds may be used only for activities outlined in the Board’s TWC-approved funding request.

LF: Boards may request amendments to their approved budget by submitting another funding application, indicating that it is a revised request with modifications highlighted or redlined. If this amendment request results in a change in the funding level of the Board’s

CCQ grant award, Boards must also submit a Contract Action Request (CAR) to bcm@twc.texas.gov.

NLF: Boards must be aware that TWC will recapture unexpended BCY'22 balances as part of the financial closeout of the BCY'22 CCQ grant award, and TWC will recapture unexpended BCY'23 balances as part of the financial closeout of the BCY'23 CCQ grant award. Boards must expend BCY'24 funds by April 30, 2024. TWC will recapture unexpended balances of BCY'24.

NLF: Boards must use the Child Care Industry Support Funding Report Template (Attachment 2) to complete and submit an end-of-year (EOY) expenditure estimate report. The BCY'22 EOY report is due on October 31, 2022, the BCY'23 EOY report is due on October 31, 2023, and the BCY'24 EOY report is due on April 30, 2024.

LF: Boards may subcontract with or make a subgrant to another entity to perform or implement planned activities, including their current child care contractor (subrecipient).

INQUIRIES:

Send inquiries regarding this WD Letter to childcare.programassistance@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Child Care Industry Support Funding Application

Attachment 2: Child Care Industry Support Funding Report Template

Attachment 3: Revisions to WD 05-22 Shown in Track Changes