

**WORKFORCE DEVELOPMENT DIVISION**  
**Workforce Policy and Service Delivery Branch**  
**Technical Assistance Bulletin 257**

**Keyword:** Child Care

**Subject:** Fiscal Year 2013 Child Care Local Match Agreement Submission

**Date:** October 3, 2012

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on:

- procedures for requesting program assistance during the development of Fiscal Year 2013 (FY'13) Child Care Local Match (CCLM) Agreements using Attachment 1 to WD Letter 30-12, issued October 2, 2012, and entitled, "Child Care Local Match Process—*Update*," and subsequent issuances; and
- the schedule requirements for submitting FY'13 CCLM Agreements for Texas Workforce Commission (TWC) approval.

To request program assistance, including courtesy reviews, e-mail [childcare.programassistance@twc.state.tx.us](mailto:childcare.programassistance@twc.state.tx.us).

The Fiscal Year 2013 CCLM Agreement Review Checklist, Attachment 1 to this TA Bulletin, can be used to review FY'13 CCLM Agreements before submitting them.

TWC's three-member Commission meets on a biweekly schedule. Based on this schedule, priority will be given to FY'13 CCLM Agreements received by the following dates:

<b>Commission Meeting Date*</b>	<b>CCLM Agreements Received by Close of Business</b>
Tuesday, October 9, 2012	Monday, September 24, 2012
Tuesday, October 23, 2012	Monday, October 8, 2012
Tuesday, November 6, 2012	Monday, October 22, 2012
Tuesday, November 20, 2012	Monday, November 5, 2012
Tuesday, December 4, 2012	Monday, November 19, 2012
Tuesday, December 18, 2012	Monday, December 3, 2012
January 2013	Not yet scheduled

\*Meeting dates are subject to change; see TWC's Website at <http://www.twc.state.tx.us/events.html#commission> for the most current information.

*Complete and sign* the FY'13 CCLM Agreement and submit as a PDF to the Board's contract manager at [ccm.agreements@twc.state.tx.us](mailto:ccm.agreements@twc.state.tx.us). The Board and contributor are required to sign the FY'13 CCLM Agreement.

*Note:* FY'13 CCLM Agreements for cash donations are accepted only as *signed originals*. Therefore, for timely receipt by the scheduled dates, hard copies of these documents must be mailed to the Board's contract manager at:

Texas Workforce Commission  
Board and Special Initiative Contracts  
c/o (assigned contract manager)  
101 East 15th Street, Room 506-T  
Austin, Texas 78778-0001

Direct inquiries regarding this TA Bulletin to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

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