

**WORKFORCE DEVELOPMENT DIVISION**  
**Workforce Policy and Service Delivery Branch**  
**Technical Assistance Bulletin 252**

**Program:** Child Care; TWIST

**Topic:** Entering Board Contract Year Parent Share of Cost Amounts into The Workforce Information System of Texas

**Date:** August 9, 2012

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information and clarification on entering annual Board Contract Year (BCY) parent share of cost amounts into the *parent share of cost* tab in The Workforce Information System of Texas (TWIST).

The Texas Workforce Commission issues an annual WD Letter containing the federal poverty guidelines (FPG) and state median income (SMI), which:

- allows Boards to continue using the current BCY parent share of cost amount for each FPG or SMI income range for the upcoming BCY without Board action in an open meeting; and
- requires Boards to ensure that TWIST is updated with the parent share of cost amounts in effect for the upcoming BCY (i.e., October 1 of each year).

***Parent Share of Cost Tab in TWIST***

The *parent share of cost* tab allows the user to:

- enter Board-specific criteria into TWIST, which then generates and displays the assessed share of costs; and
- view this information on entering a child care referral.

The following TWIST screenshot illustrates the impact of the entered parent share of cost across a variety of income ranges and household compositions. The sample screenshot displays a household with two children; however, selecting the *Detail* box can expand the screen to show household sizes of up to 15.

**Detail**    Method    Effective Date    BoardYear    Part-Time Discount    Before/After School Discount    Part-Week (< 4 days) Discount  
 1    1-SMI    10/2012    2013    0%    0%    0%

HH	0% - 20%		21% - 30%		31% - 40%		41% - 50%		51% - 60%	
Size	First Child \$ <input type="text" value="0.00"/>		First Child \$ <input type="text" value="0.00"/>		First Child \$ <input type="text" value="0.00"/>		First Child \$ <input type="text" value="0.00"/>		First Child \$ <input type="text" value="0.00"/>	
	Add'l Child \$ <input type="text" value="0.00"/>		Add'l Child \$ <input type="text" value="0.00"/>		Add'l Child \$ <input type="text" value="0.00"/>		Add'l Child \$ <input type="text" value="0.00"/>		Add'l Child \$ <input type="text" value="0.00"/>	
2	Income Range		Income Range		Income Range		Income Range		Income Range	
	<input type="text" value="0"/>	<input type="text" value="749"/>	<input type="text" value="750"/>	<input type="text" value="1124"/>	<input type="text" value="1125"/>	<input type="text" value="1498"/>	<input type="text" value="1499"/>	<input type="text" value="1873"/>	<input type="text" value="1874"/>	<input type="text" value="2247"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
HH	61% - 70%		71% - 75%		76% - 80%		81% - 85%			
Size	First Child \$ <input type="text" value="0.00"/>		First Child \$ <input type="text" value="0.00"/>		First Child \$ <input type="text" value="0.00"/>		First Child \$ <input type="text" value="0.00"/>			
	Add'l Child \$ <input type="text" value="0.00"/>		Add'l Child \$ <input type="text" value="0.00"/>		Add'l Child \$ <input type="text" value="0.00"/>		Add'l Child \$ <input type="text" value="0.00"/>			
2	Income Range		Income Range		Income Range		Income Range			
	<input type="text" value="2248"/>	<input type="text" value="2622"/>	<input type="text" value="2623"/>	<input type="text" value="2809"/>	<input type="text" value="2810"/>	<input type="text" value="2996"/>	<input type="text" value="2997"/>	<input type="text" value="3183"/>		
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		

### Entering Parent Share of Cost Data

1. Right click and select *add* in an open area on the top portion of the window.
2. From the *Method* dropdown box, select *SMI* or *FPG* as the parent share of cost methodology.
3. From the *Effective Date* dropdown box, select the effective date for the parent share of cost criteria. The effective date can only be the current or a future month.
4. From the *Board Year* dropdown box, select the BCY. There cannot be any overlap between share of cost methodologies based on the effective date and the BCY selected.

After selecting the appropriate BCY, a set of income eligibility groups displays based on the selection of *SMI* or *FPG*.

5. For each income group displayed, enter the cost for the first child in care and the cost for each additional child in care.

### Entering Optional Data

The following are three optional fields related to parent share of cost discounts:

- **Part-Time Discount.** Percentages entered in the *Part-Time Discount* field are deducted from the system-calculated parent share of cost if the customer requires only part-time care.
- **Before/After School Discount.** Percentages entered in the *Before/After School Discount* field are applied if all of the family's referrals are for before- and after-school care.
- **Part Week (< 4 days) Discount.** Percentages entered in the *Part Week (<4 days) Discount* field are applied if all of the family's referrals are for fewer than four authorized days in the week.

### Income Range Fields

After entering the cost for the first child and additional children, the screen displays numbers under the *Income Range* fields with minimum and maximum percentage amounts. These numbers reflect:

- the income dollar range that corresponds to the percentage grouping; and
  - the percent of income represented by the first child and additional child amounts entered.
6. After completing the mandatory and optional fields and determining an appropriate BCY parent share of cost for the Board—click *Save*.

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