

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 09-21
<b>Date:</b>	May 3, 2021
<b>Keyword:</b>	Child Care
<b>Effective:</b>	Immediately

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

*Reagan Miller*

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

**Subject:** **Metrix Learning and Parent Activity Requirements for Child Care Services**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on counting Metrix Learning (Metrix) online training hours toward parent activity requirements for child care services.

**RESCISSIONS:**

None

**BACKGROUND:**

COVID-19 has significantly affected the labor market, with respect to both job loss and reduction of work hours. Through its [Skills Enhancement Initiative](#), the Texas Workforce Commission (TWC) has partnered with Metrix to provide a free online platform for enhancing job-related skills. All Texans, including the parents of children receiving child care subsidies, may access this resource, which has more than 5,000 online courses and includes more than 100 certifications.

According to TWC Chapter 809 Child Care Services rule §809.41, parents who require child care so that they may work or participate in education and/or training activities are eligible for child care subsidies. Additionally, §809.50 states that families are required to work or participate in education and/or training activities for a combination of at least 25 hours per week, on average, for a single-parent family and at least 50 hours per week for a two-parent family.

According to §809.2, an individual is considered to be attending job training or an education program if:

- the program considers the individual to be officially enrolled;
- the individual meets all attendance requirements established by the program; and
- the individual is making progress toward successful completion of the program as determined by the Board.

## **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 allow parents to include participation in Metrix courses when determining eligibility:

- at initial eligibility determination;
- at the 12-month eligibility redetermination; and
- when a parent reports a cessation of work, education, or job training activities.

**NLF:** Boards must be aware that the number of hours a parent participates in Metrix courses must be included in the parent’s activity-participation hours calculation along with other work, job training, or education activities in which the parent is participating.

**NLF:** Boards must be aware that TWC will advise Boards as to when Metrix training is no longer available and no longer an allowable activity.

**NLF:** At eligibility recertification, to determine participation hours and the parent’s progress toward successful completion of the training, Boards must document the number of hours and the course completion progress in Metrix training, as follows:

- The parent may provide a printout or screenshot from Metrix listing his or her course participation.
- Staff may access a parent’s Metrix course participation information through WorkInTexas.com (WIT) and document the information with a printout or screenshot.

**NLF:** Boards must inform parents that Metrix courses are available free of charge and that the courses may be accessed through the following:

- WIT at [www.workintexas.com](http://www.workintexas.com)
- MyTxCareer at [www.mytxcareer.com](http://www.mytxcareer.com)
- The Metrix portal at <https://tx.metrixlearning.com>

**NLF:** Pursuant to §809.73, Boards must:

- require parents to report a permanent cessation of participation in all training or education activities, including Metrix courses, within 14 calendar days of cessation; and
- inform parents that failure to report a permanent cessation of participation might result in fact-finding for suspected fraud.

**NLF:** Boards must inform parents that information and instructions related to Metrix courses may be found at the Skills Enhancement Initiative website at <https://www.twc.texas.gov/jobseekers/skillsenhancementtools>.

**NLF:** Boards must be aware that staff may access Metrix information through WIT, including course completions and training hours, for parents who access Metrix training as registered WIT or MyTxCareer users.

**LF:** For Boards to access an individual's Metrix information, Boards may require parents to be registered in WIT or MyTxCareer.

**NLF:** Boards must be aware that PowerPoint presentations on Metrix are available for WIT Liaisons at [https://www.twc.texas.gov/development/wit/wit\\_staff\\_rec.html](https://www.twc.texas.gov/development/wit/wit_staff_rec.html).

Note: This site is available to TWC, Board, and approved contractor staff and is unavailable to the public.

**LF:** Boards may make the presentation for job seekers available to parents.

**LF:** Boards may encourage child care staff and contractors to seek assistance from their WIT Liaison in accessing information regarding Metrix through WIT.

**INQUIRIES:**

Send inquiries regarding this WD Letter to [childcare.programassistance@twc.texas.gov](mailto:childcare.programassistance@twc.texas.gov).

**ATTACHMENTS:**

None

**REFERENCES:**

TWC Chapter 809 Child Care Services Rules