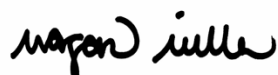


**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 19-20
<b>Date:</b>	September 30, 2020
<b>Keyword:</b>	Child Care
<b>Effective:</b>	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:** Funds for Hiring and Retaining Texas Rising Star Mentors and Assessors

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**PURPOSE:**

The purpose of this WD Letter is to provide guidance to Local Workforce Development Boards (Boards) on the distribution of Board Contract Year 2021 (BCY'21) Child Care and Development Fund (CCDF) funds to Boards for hiring and retaining Texas Rising Star mentors and assessors.

**RESCISSIONS:**

WD 24-19

**BACKGROUND:**

Texas Government Code [§2308.3155](#), as added by House Bill 376, 83rd Texas Legislature, Regular Session (2013), requires the Texas Workforce Commission (TWC) to make CCDF funding available to each Board to hire Texas Rising Star mentors and assessors. On August 25, 2020, TWC's three-member Commission (Commission) approved funding to support Texas Rising Star mentors and assessors in BCY'21.

The Commission approved the distribution of Texas Rising Star mentor and assessor funding using the same methodology that was used in BCY'20. This methodology is based on applying the distribution formula, noted below, to the BCY'20 approved budget of \$10,345,388, and then adjusting Board amounts to ensure that no Board receives less funds than in the prior year (a "hold harmless" adjustment). The total BCY'21 Texas Rising Star mentor and assessor funding is \$10,479,585.

The funding distribution formula is as follows:

- Apply equal base funding of \$150,000 for each Board.
- Distribute the remaining funding as follows:
  - 50 percent of the funds based on the Board's relative percentage of the total

- number of statewide regulated providers (licensed child care centers, licensed child care homes, and registered child care homes);
- 25 percent of the funds based on the Board’s relative percentage of the total number of children under 13 living in families at or below 150 percent of the federal poverty level; and
  - 25 percent of the funds based on the Board’s relative percentage of the state’s Texas Rising Star providers.

**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 use the BCY’21 funds to pay for salaries and benefits of Board staff members and child care contractors or subrecipients that provide Texas Rising Star technical assistance, mentoring, and assessments as described in the TWC [Child Care Services Guide](#), §I-600: Texas Rising Star Assessors and Mentors.

Specifically, Boards must use the funding to:

- hire and retain the mentors and assessors necessary to increase the number of Texas Rising Star–rated providers and high-quality child care slots available for CCDF-subsidized families; and
- ensure that staffing levels are adequate to meet the requirement to separate the functions of mentors and assessors.

**NLF:** Boards must be aware that:

- TWC will include the BCY’21 funds in the Boards’ BCY’21 Child Care Quality (CCQ) grant awards; and
- the BCY’21 funds will be available from October 1, 2020, through October 31, 2021.

*Note:* The cost categories for Texas Rising Star personnel are explained in [Technical Assistance Bulletin 270](#), issued October 1, 2014, and titled “Child Care Quality Expenditure Cost Categories,” and its attachment, [“378 Child Care Quality Expenditure Cost Categories.”](#)

**NLF:** Boards must be aware that BCY’20 CCQ funds must be spent before BCY’21 CCQ funds.

**NLF:** Boards must be aware that any changes to mentor or assessor staffing, as reported pursuant to Section 6 of the Board’s CCQ grant award, must be reported within 30 days

of the change. Updates must include any changes to the number of budgeted full-time equivalent employees dedicated to mentor or assessor activities. Updates must be reported to the Board's assigned CCQ grant manager.

**INQUIRIES:**

Send inquiries regarding this WD Letter to [childcare.programassistance@twc.state.tx.us](mailto:childcare.programassistance@twc.state.tx.us).

**ATTACHMENTS:**

Attachment 1: Distribution of Board Contract Year 2021 Funds for Texas Rising Star Mentors and Assessors

**REFERENCES:**

Texas Government Code §2308.3155

TA Bulletin 270, issued October 1, 2014, and titled "Child Care Quality Expenditure Cost Categories," and its attachment, "378 Child Care Quality Expenditure Cost Categories"

TWC Child Care Services Guide