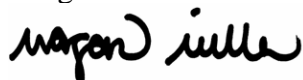


**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 01-23
<b>Date:</b>	January 17, 2023
<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 Retaining Texas Rising Star Assessors

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**PURPOSE:**

The purpose of this Workforce Development (WD) Letter is to provide guidance to Local Workforce Development Boards (Boards) on the distribution of Board Contract Year 2023 (BCY'23) Child Care and Development Fund (CCDF) funds in order for Boards to retain Texas Rising Star assessors until procurement of a single entity that will assume duties related to assessment.

**RESCISSIONS:**

None

**BACKGROUND:**

House Bill ([HB](#)) [1792](#), 87th Texas Legislature, Regular Session (2021), amended Texas Government Code §2308.3155 to require TWC to select a single entity through a competitive procurement process to oversee a statewide roster of qualified assessors who evaluate child care providers participating in the Texas Rising Star program.

On June 6, 2022, TWC issued a Request for Proposals (RFP) with the goal of the new statewide entity assuming responsibility for all assessments by the beginning of BCY'23. TWC was unsuccessful in granting an award under this RFP. As a result, TWC issued a new RFP on October 31, 2022, with the goal of the new statewide entity assuming responsibility for all assessments in August 2023.

To ensure continuity of the Texas Rising Star program, Boards will continue providing assessment services until the assessment function transitions to a statewide entity. On December 20, 2022, TWC's three-member Commission approved \$4.76 million for Boards to continue to provide the Texas Rising Star assessment function for a portion of BCY'23.

**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.”

**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 additional BCY’23 funds to support personnel costs associated with the provision of Texas Rising Star assessments, as described in TWC [Child Care Services Guide](#) §I-600: Texas Rising Star Assessors and Mentors.

Specifically, until the assessment function transitions to the state level, Boards must use the funding to ensure that staffing levels are adequate in order to provide the required assessment functions and support the growth of the number of Texas Rising Star-rated providers.

**NLF:** Boards must be aware that for dual-role staff members who perform both assessment and mentoring functions, only the relative proportion of personnel costs related to the assessment function may be charged to these additional BCY’23 assessor funds.

**LF:** Boards may use a portion of funds for hiring and/or retention bonuses that are not to exceed \$5,000 per assessor.

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

- TWC will include the additional BCY’23 funds in the Boards’ BCY’23 Child Care Quality (CCQ) grant awards; and
- the period of availability for BCY’23 funds is October 1, 2022, through August 31, 2023.

**NLF:** Boards must report obligations and expenditures specific to assessor funding in the Cash Draw and Expenditure Reporting (CDER) system under the cost categories with the “TRS” prefix. The TRS categories are regular cost categories for BCY’23.

**CDER Child Care Quality Cost Categories**

Type of Funding	Description	Cost Category
Assessor	TRS Personnel Costs–Assessor Funding	378
Assessor	TRS Promotion and Supports–Assessor Funding	378

Note: The cost categories for TRS Personnel Costs–Assessor Funding are defined as follows:

- **TRS Personnel Costs–Assessor Funding:** Salaries and benefits for staff members who perform Texas Rising Star assessment functions as described in

this WD Letter. “Staff” refers to both Board staff and child care contractor/subrecipient staff.

- **TRS Promotion and Supports–Assessor Funding:** Supports such as staff training and travel, postage, communications (for example, printed materials), supplies, facility rental space, and information technology materials and support for the Texas Rising Star certification program for staff members who perform Texas Rising Star assessment functions as described in this WD Letter. “Staff” refers to both Board staff and child care contractor/subrecipient staff.

**NLF:** Boards must spend BCY’22 CCQ funds before spending BCY’23 CCQ funds.

**NLF:** Boards must report to TWC any changes to assessor staffing pursuant to Section 6 of the Board’s CCQ grant award. Updates must include any changes to the number of budgeted full-time equivalent employees who administer assessor activities.

**NLF:** Boards must be aware that TWC will recapture unexpended BCY’23 balances, including assessor funding, as part of the financial closeout of the BCY’23 CCQ grant award.

**INQUIRIES:**

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

**ATTACHMENTS:**

Attachment 1: Distribution of Board Contract Year 2023 Funds for Texas Rising Star Assessors

**REFERENCES:**

Texas Government Code §2308.3155(d)  
Texas Workforce Commission Child Care Services Guide