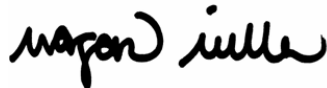


TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 01-24
Date:	January 3, 2024
Keyword:	Child Care
Effective:	February 1, 2024

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



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

Subject: **Child Care Professional Development and Resources in Spanish**

PURPOSE:

The purpose of this Workforce Development (WD) Letter is to provide Local Workforce Development Boards (Boards) with guidance on the requirement that state-funded professional development providers make their materials and resources available in Spanish.

RESCISSIONS:

None

BACKGROUND:

On January 6, 2023, the Texas Workforce Commission (TWC) approved the [Child Care Workforce Strategic Plan 2023–2025](#) (Plan), which includes specific goals, strategies, and action plans for implementation. Action Item 1.2.7 in the Plan requires Boards to ensure that professional development opportunities and resources are made available to Spanish-speaking early childhood educators.

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 ensure that Spanish-language professional development resources and activities are available at a level sufficient to meet the needs of local child care providers.

LF: Boards may conduct a needs assessment of local providers to determine the need to provide professional development resources and activities in Spanish and other languages that may be applicable to their area.

NLF: Boards must document their strategy to address Spanish-language professional development needs in the Board’s Fiscal Year 2025 Child Care Quality (CCQ) Plan and in all future CCQ Plans.

NLF: Additionally, Boards must be aware that translation of professional development resources and materials is an allowable use of CCQ funds.

LF: Boards are strongly encouraged to ensure that trainers offering professional development in Spanish are registered in the Texas Early Childhood Professional Development System (TECPDS) Trainer Registry and that their trainings are included on the Board’s TECPDS organizational dashboard.

INQUIRIES:

Send inquiries regarding this WD Letter to childcare.programassistance@twc.texas.gov.

ATTACHMENTS:

None

REFERENCES:

[House Bill 619](#), 87th Texas Legislature, Regular Session (2021)
Texas Labor Code [§302.0062](#), Strategic Plan to Support Child-Care Workforce
[Child Care Workforce Strategic Plan 2023–2025](#)