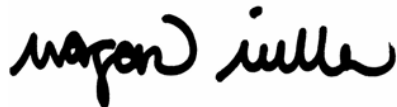


TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 03-25
Date:	June 23, 2025
Keyword:	Child Care
Effective:	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: Texas Child Care Connection: Timely Data Entry and Data Entry Deadlines

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on data entry deadlines for the Child Care Services (CCS) program.

RESCISSIONS:

WD Letter 07-24

BACKGROUND:

In order to meet required reporting and performance measures, CCS data must be entered accurately and in a timely manner into Texas Child Care Connection (TX3C). The data is used to generate reports and information that the Texas Workforce Commission (TWC) and Boards use to:

- manage, monitor, and assess Board performance; and
- fulfill reporting requirements of the U.S. Department of Health and Human Services and Legislative Budget Board.

Timely data entry, as defined in section B-102 of the Child Care Services Guide, is no later than five business days from the date the subcontractor and subrecipient receive the information to the data entry date.

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 enter direct care data into TX3C within five days from the date that data is received.

NLF: Boards must inform staff that data that is not entered by the 10th day of the month following the month in which services were provided, will not be included in the prior month’s performance. And Boards must inform staff that this deadline will not be extended if it falls on a weekend or a holiday.

NLF: Per guidance from TWC’s finance department, Boards must report financial data in a timely manner via TWC’s Cash Draw and Expenditure Reporting system (CDER). This data is used to calculate performance measures such as Average Cost per Customer Served and Child Care Administration and Operating Expenditure Rate.

End-of-Year Reporting

NLF: Boards must inform staff that data not entered by the year-end reporting deadlines into the appropriate system may not be used in end-of-year reporting, even if the data is later updated within the quarter +20 period.

INQUIRIES:

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

ATTACHMENTS:

None

REFERENCES:

[Child Care Services Guide](#) (B-102)