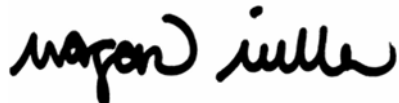


TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 04-25
Date:	August 4, 2025
Keywords:	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: **Department of Family Protective Services Case Data Entry in Texas Child Care Connection**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on entering Department of Family Protective Services (DFPS) cases into Texas Child Care Connection (TX3C).

RESCISSIONS:

None

BACKGROUND:

As stated in the Child Care Services Guide (D-704), Boards have three days from receipt of a completed DFPS Form 2054 (Service Authorization) to authorize child care for children in protective services.

In addition to the required processes listed below, Boards should refer to the TX3C Guidebook for step-by-step instructions for entering DFPS child care cases.

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 established procedures outlined in the TX3C Guidebook when entering case data for children who are referred by DFPS (TX3C Guidebook, Case Management: Department of Family Protective Services [DFPS] Case Data Entry).

NLF: Boards must ensure that each child referred by DFPS has their own “child only” case in which the case number is the child’s DFPS number as shown on DFPS Form 2054. The case number must be entered on **Family > Family Screen**.

NLF: Boards must ensure that the Customer Identification Number (CIN) for the (primary or secondary) caregiver is the same across each DFPS case for which they are the caregiver.

NLF: Boards must ensure that staff members add the DFPS Child ID on the **Child** screen under DFPS.

NLF: Boards must ensure that the child’s CIN in the DFPS “child only” case matches the same child’s CIN in the family case record, if applicable.

NLF: Boards must ensure that staff members create a Family Note about the DFPS referral that includes the type of protective services the child receives.

INQUIRIES:

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

ATTACHMENTS:

None

REFERENCES:

TX3C Guidebook

[Child Care Services Guide](#)