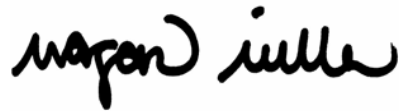


**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 05-26
<b>Date:</b>	April 7, 2026
<b>Keywords:</b>	Child Care; TX3C
<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:** **12-Month Eligibility and Authorization of Child Care Services**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on establishing minimum Eligibility and Authorization periods for Child Care Services (CCS).

**RESCISSIONS:**

TAB 317

**BACKGROUND:**

Pursuant to 45 CFR [§98.21\(a\)](#), states must ensure that children are authorized to receive 12 months of child care. Texas Workforce Commission refers to this as the **12-Month Authorization Period**.

The **Eligibility Period** begins on the date that the parent is notified of the determination of eligibility. The Eligibility Period may be longer than the 12-Month Authorization Period, as children may begin receiving care after the date that they are notified of the determination of eligibility.

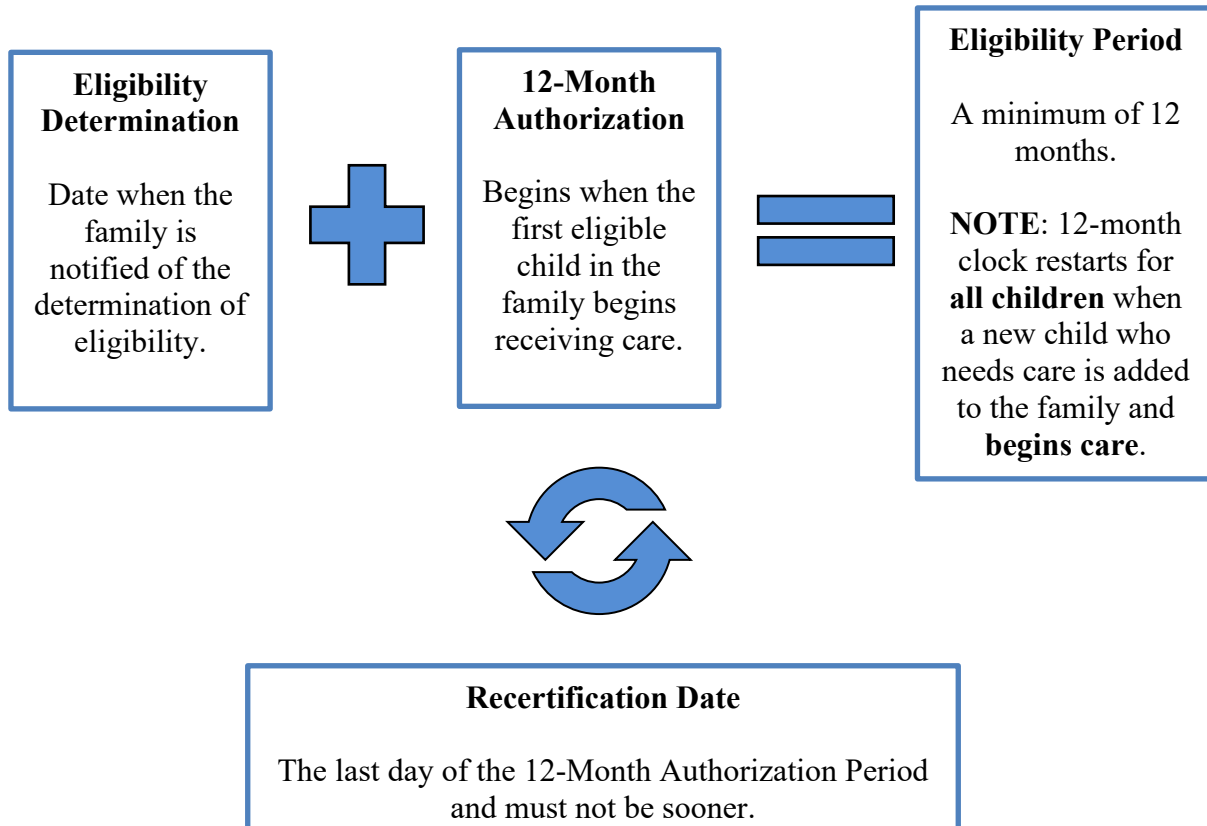
**PROCEDURES:**

**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.”

## 12-Month Authorization

- NLF**: Boards must ensure that the Eligibility Determination Period begins when the parent is **notified** of the determination of eligibility.
- NLF**: Boards must ensure that the 12-Month Authorization Period starts when the first eligible child in the family begins **receiving care**.
- NLF**: Boards must ensure the Eligibility Period is calculated as the Eligibility Determination Date plus 12 months from the start of care.
- NLF**: Boards must ensure that when multiple children in a family are eligible, but do not all require immediate care, the Eligibility Period is calculated as the Eligibility Determination Date plus 12 months from the **first** child's start date of care.
- NLF**: At the time of eligibility determination, Boards must ensure that caseworkers document in the Texas Child Care Connection (TX3C): KinderTrack **Family Notes** if any children in the family are eligible but do not need care immediately.
- NLF**: Boards must ensure that the Recertification Date is the **last day** of the **12-Month Authorization Period** and must not be sooner. Caseworkers may need to update the Recertification Date in TX3C: KinderTrack for new cases after the initial schedule is created.



### **Voluntary Suspension**

**LF:** Boards may place families in Voluntary Suspension with the parent’s concurrence if immediate care is not required. Boards may use the following language in the **Comments** section of the notice that is sent to parents:

“Your child is on a voluntary hold status since child care is not needed right now. Please contact your Workforce Board when you are ready to start child care.”

**NLF:** Boards must inform staff that Voluntary Suspension is included in the 12-Month Authorization Period if it occurs before care begins but only when:

- multiple children are authorized and at least one child begins care immediately; and
- others are placed on Voluntary Suspension due to delayed care needs (for example, if a child needs summer/holiday care only).

**NLF:** Boards must inform staff that families on Voluntary Suspension who receive care (for example, during summer or holiday periods only) are eligible for redetermination. However, if no care is received by any of the children in the family during the 12-Month Authorization Period, they are not eligible.

**NLF:** Boards must ensure staff documents Voluntary Suspensions in TX3C: KinderTrack **Family Notes**, stating whether some of the children in the family have suspended care and what the 12-Month Authorization Periods are if they differ among children in the household. TX3C: KinderTrack sends recertification notices to families on Voluntary Suspension to ensure continuity of care, if needed.

**NLF:** Boards must ensure staff tracks families whose children never use their authorized child care within the 12-month period, whether on Voluntary Suspension or not. They must then ensure staff authorizes discontinuation notices before the Board’s window for recertification notices.

### **Initial Job Search and Recertification Date**

**NLF:** Boards must ensure families who qualify for Initial Job Search must be determined eligible for 12 months of care. Boards must set the family’s Recertification Date for the last day of the 12-Month Authorization Period.

**NLF:** Boards must ensure that if a family fails to meet the work requirements when the three-month Initial Job Search Period ends, their eligibility is terminated early.

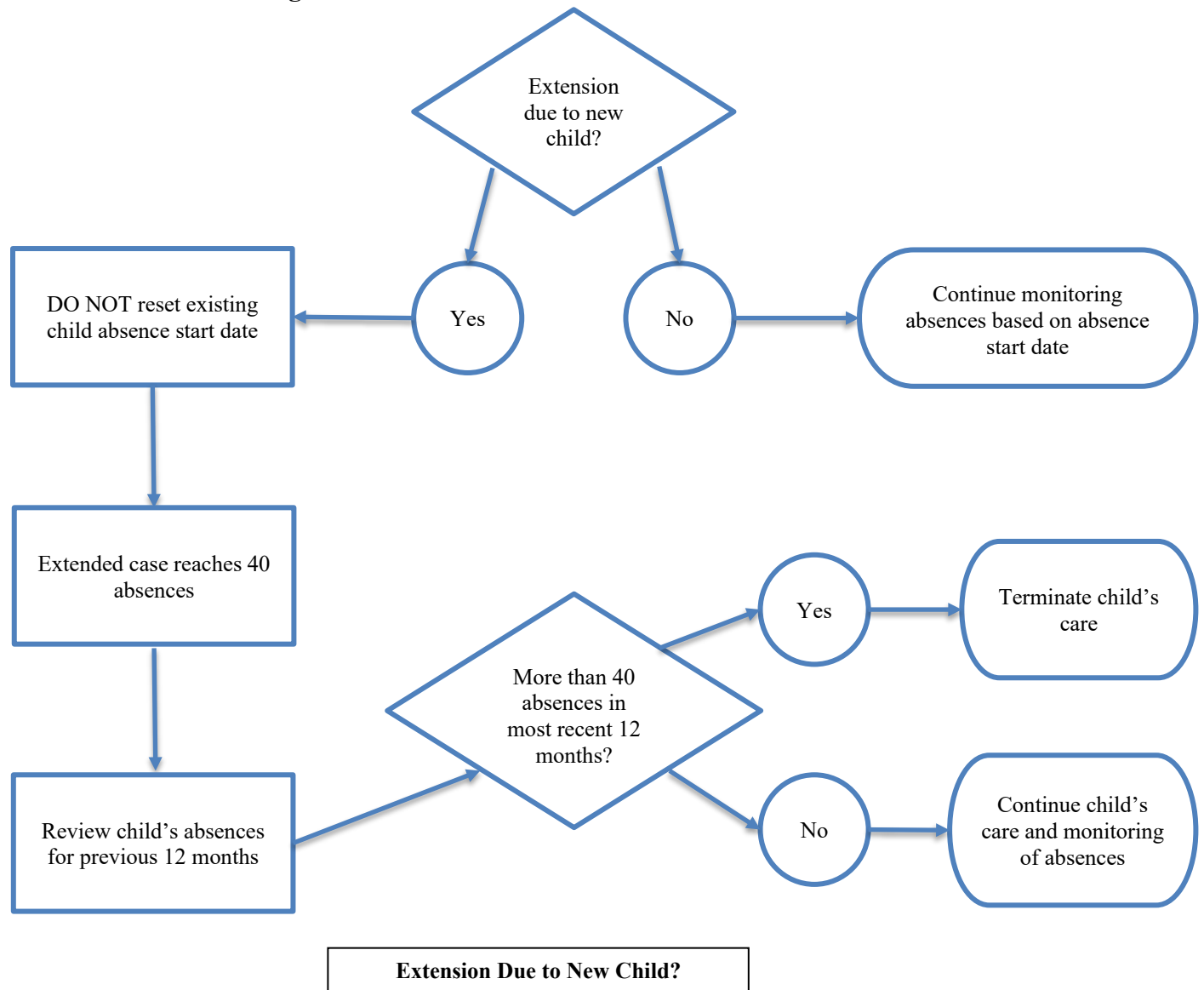
### **Adding a Child to the Family**

**NLF:** Boards must ensure that when a child is born into or added to a family after the initial 12-Month Authorization Date, the family’s Eligibility Period is extended by 12 months, beginning on the first day of care for the newly added child. This ensures the new child receives a full 12 months of care.

**NLF:** Boards must ensure that when extending an Eligibility Period due to a new child, the Absence Start Date for existing children is not reset. If the Board extended a case beyond 12 months and a child reaches 40 absences, the Board must review the child’s attendance record for the prior 12 months to verify absences before terminating care, counting absences only within a rolling 12-month period.

**LF:** Boards may add children who are added to the household to the waitlist.

**Absence Tracking Breakdown**



Example Scenario:

- **February 12, 2024:** Child 1 is deemed eligible for services and begins care.
- **November 2, 2024:** Child 2 is added to the family and care begins; absence start date set.

- **Child 1:** Absence Start Date remains Feb 12, 2024. Recertification date moved to November 2, 2025.
- **May 10, 2025:** 40 absences reached in TX3C for Child 1.
- **Review:** Absences from May 11, 2024, to May 10, 2025, checked for 40+ absences for Child 1.

<b>Child</b>	<b>Start Date</b>	<b>Absence Start Date</b>	<b>Recertification Date</b>	<b>Months to Review for Absences</b>
Child 1	2/12/24	2/12/24	11/2/25	5/11/24– 5/10/25
Child 2 (newly added to family)	11/2/24	11/2/24	11/2/25	Review based on Absence Start Date

**Former Texas Department of Family and Protective Services**

**NLF:** Boards must ensure that, if a General Protective Authorization ends before the end of the 12-Month Eligibility Period, former Department of Family and Protective Services (DFPS) eligibility covers the remaining 12-month period. The children must be in a Voluntary Suspension status during this time if care is not needed.

**NLF:** Boards must inform staff that parents and caregivers will be responsible for requesting holiday break assistance directly from Boards. If DFPS authorizes a new General Protective Period with a new Form 2054, Boards must continue using the **original** 12-Month Eligibility Period.

**NLF:** Boards must ensure that DFPS foster care/relative/kinship referrals are excluded from former DFPS eligibility. These families may apply for low-income care.

**INQUIRIES:**

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

**ATTACHMENTS:**

None.

**REFERENCES:**

- [Child Care Development Fund, 45 CFR §98.21\(a\)](#)
- [Title 40, Texas Administrative Code \(TAC\), Part 20, Chapter 809, Child Care Services rule §809.42 \(b\)](#)
- [Texas Workforce Commission Child Care Services Guide \(A-100, D-102\)](#)