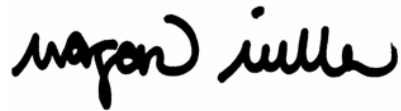


TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 11-23, Change 2
Date:	June 9, 2026
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: Board Strategic Planning for Quality Improvement Event—Update

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on Texas Workforce Commission (TWC)–funded travel costs associated with attending the Board Strategic Planning for Quality Improvement annual event.

RESCISSIONS:

WD Letter 11-23, Change 1

BACKGROUND:

Texas Government Code [§2308.317](#) requires TWC to ensure that federal Child Care and Development Fund (CCDF) funds are used for local quality improvement activities. Additionally, Boards must expend a portion of CCDF funds on activities that improve the quality of child care.

The Board Strategic Planning for Quality Improvement statewide meetings provide Boards with training and technical assistance in data-driven decision-making and with best practices in strategic planning and program design to address local needs through the strategic investment of quality improvement funding.

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 inform staff that attendance is limited based on Board size, as defined in Attachment 1, as follows:

- Large Boards—Five Board or contractor staff members
- Medium Boards—Four Board or contractor staff members
- Small Boards—Three Board or contractor staff members

NLF: Boards must inform staff that the funds provided are only for the approved attendees and for the most cost-effective travel arrangements, including travel and lodging.

NLF: Boards must inform staff that funds will be added to their annual Child Care Quality (CCQ) grant awards in accordance with the approved distribution in Attachment 1.

NLF: Boards must report their obligations and expenditures in the Cash Draw and Expenditure Reporting (CDER) system under the cost category “BSP–Quality Improvement Event.” The category will be a regular (not supplemental) cost category for the CCQ grant awards.

NLF: Boards must retain documentation of how the funds were used.

NLF: Boards must ensure that approved staff members register to attend the event in accordance with TWC’s forthcoming invitation.

INQUIRIES:

Send inquiries regarding this WD Letter to childcare.programassistance@twc.texas.gov. For questions about the event, Boards may contact Madelynn Martinez at madelynn.martinez@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Travel Funds Distributed by Local Workforce Development Board
Attachment 2: Revisions to WD Letter 11-23, Change 1, Shown in Track Changes

REFERENCE:

[Child Care Quality Strategic Planning & Expenditures Guide](#)