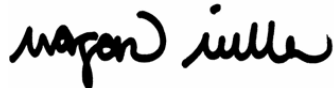


**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

|                   |               |
|-------------------|---------------|
| <b>ID/No:</b>     | WD 11-23      |
| <b>Date:</b>      | June 26, 2023 |
| <b>Keyword:</b>   | Child Care    |
| <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:** **Board Strategic Planning for Quality Improvement Event**

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**PURPOSE:**

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

**RESCISSIONS:**

None

**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 at least 4 percent of formula allocated CCDF funds on activities that improve the quality of child care.

On February 28, 2023, TWC’s three-member Commission [approved](#) a single statewide event to help Boards address local needs through the strategic investment of quality improvement funding. The event will provide Boards with training and technical assistance in data-driven decision-making and with best practices in strategic planning and program design.

**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 be aware 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 be aware 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 be aware that funds will be added to their Board Contract Year 2024 (BCY'24) Child Care Quality (CCQ) grant awards in accordance with the approved budget 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 BCY'24 CCQ grant awards.

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

**NLF:** Boards must be aware that TWC will recapture unexpended Board Strategic Planning for Quality Improvement Event funds by April 30, 2024.

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

**LF:** For questions about the event, Boards may contact Lindsay Hill at [lindsay.hill@twc.texas.gov](mailto:lindsay.hill@twc.texas.gov).

**INQUIRIES:**

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

**ATTACHMENTS:**

Attachment 1: Travel Funds Distributed by Local Workforce Development Board

**REFERENCES:**

Child Care Quality Strategic Planning & Expenditures Guide