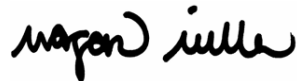


TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 13-25
Date:	November 24, 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 Rising Star Mentor Oversight Requirements

PURPOSE:

The purpose of the WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the requirements and protocols regarding Texas Rising Star mentors.

RESCISSIONS:

None

BACKGROUND:

Pursuant to [Texas Government Code §2307.3155](#), the Texas Workforce Commission (TWC) must make funds available so each Board may hire staff to support the Texas Rising Star program. Texas Rising Star mentors help child care programs in attaining, maintaining, and improving Texas Rising Star certification status, which is a requirement for programs accepting Child Care Services (CCS) subsidies.

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.”

Mentoring Program

NLF: Boards must require all Texas Rising Star mentors to participate in the Texas Rising Star Assessment Training and Certification Program (ATCP) and complete the required modules prior to being assigned a caseload.

- LF:** Boards may require their mentors to participate in other onboarding activities, such as shadowing or additional training, prior to being given a caseload.
- NLF:** Once the mentor completes the ATCP, the Board must enroll the mentor in the Texas Rising Star Mentoring Program in which the mentor will participate in monthly supports, such as Peer Learning Communities (PLCs) and one-on-one coaching.
- NLF:** Boards must inform mentors that they are required to regularly attend their scheduled monthly supports and submit mentoring evidence monthly (video submissions) to be reviewed for attainment of mentor micro-credential badges.
- NLF:** Boards must review the Texas Rising Star Mentoring Fidelity report provided on the Children’s Learning Institute (CLI) Engage online platform at least monthly for mentor participation compliance and mentor micro-credential status.
- LF:** Boards may require their mentors to complete the six optional Continuous Quality Improvement modules available on CLI Engage.
- LF:** Boards may employ mentors to provide additional duties; however, those duties must not conflict with Texas Rising Star–related work and should not impact a mentor’s required participation in the micro-credential program. Additional duties may include, but are not limited to, CCS provider services, Board-designated Infant Toddler Specialist or Texas Early Childhood Professional Development System Specialist, and oversight of other quality initiatives.
- NLF:** Boards must inform mentors who complete the mentor micro-credential program that continued participation in the monthly supports is required to reinforce competencies and support continuing education; however, mentors are not required to submit monthly mentoring evidence (video submissions).

Mentoring Caseload

- NLF:** Boards must determine a feasible caseload for mentors to include supporting child care programs that are Entry Level designated, Texas Rising Star certified, and those on suspension status. The Mentor Caseload Calculator (Attachment 1) is available to help Boards with determining a feasible caseload for their local workforce development area.
- NLF:** Boards must require mentors to conduct at least monthly visits (virtual or on-site) with all child care programs in their assigned caseload and follow the minimum requirements for on-site visits described in the Texas Rising Star Staff Handbook.
- LF:** Boards may offer mentoring services to child care programs that have exited CCS due to noncompliance with Entry Level designation requirements or Texas Rising Star certification requirements.

Mentoring Documentation

- NLF:** Boards must require that mentors always have active continuous quality improvement plans (CQIPs) for all CCS providers. The CQIP by Early Learning Program report on the

CLI Engage online platform is available to help Boards and mentors with monitoring CQIPs.

NLF: Boards must require mentors to document visits and other relevant information related to a child care program's status on the CLI Engage online platform, as described in the Texas Rising Star Staff Handbook. This includes, but is not limited to, uploading mentor visit reports, updating a child care program's details, inputting classroom and teacher information, and documenting required Entry Level screenings and mentoring supports provided.

INQUIRIES:

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

ATTACHMENTS:

Attachment 1: Mentor Caseload Calculator

REFERENCES:

Title 40, Texas Administrative Code, Part 20, Chapter 809 Child Care Services Rule
§809.134
Texas Rising Star Certification Guidelines
Texas Rising Star Staff Handbook