

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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Date:	October 5, 2026
Keywords:	Child Care
Effective:	November 1, 2026

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Reagan Miller, Director, Child Care & Early Learning Division

Subject: **Child Care Services Guide and Eligibility Documentation Requirements**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance regarding updates to the Child Care Services (CCS) Guide and the revised Eligibility Documentation Log, including requirements for staff training and full implementation by November 1, 2026.

RESCISSIONS:

None

BACKGROUND:

On August 19, 2026, the Texas Workforce Commission (TWC) issued updated policy guidance detailed in the [CCS Guide](#). Concurrent with these updates, TWC released a revised Eligibility Documentation Log. This log contains significant revisions designed to align with enhanced program integrity efforts.

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 train all CCS eligibility staff on [CCS Guide](#) and [Eligibility Documentation Log](#) updates to ensure staff knows the documentation requirements for eligibility determinations and redeterminations.

NLF: Effective November 1, 2026, Boards must fully implement all updates to the CCS Guide and ensure that only documentation listed in the Eligibility Documentation Log is accepted for determining and redetermining eligibility for CCS.

LF: Boards may begin applying the updated CCS Guide and requesting documentation specified in the revised Eligibility Documentation Log immediately for any new applications and recertifications processed prior to November 1, 2026.

INQUIRIES:

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

ATTACHMENTS:

None

REFERENCES:

[Child Care Services Guide](#)