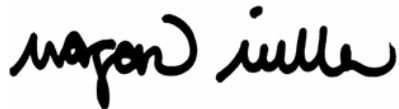


**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 22-21
<b>Date:</b>	September 17, 2021
<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:** Texas Rising Star Contracted Slots Pilot Program

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**PURPOSE:**

The purpose of this WD Letter is to provide information and guidance to Local Workforce Development Boards (Boards) on implementing a funded pilot program for Texas Rising Star Contracted Slots.

**RESCISSIONS:**

None

**BACKGROUND:**

On June 29, 2021, the Texas Workforce Commission's (TWC) three-member Commission (Commission) [approved](#) dedicating Coronavirus Response and Relief Supplemental Appropriations (CRRSA) funding to support pilot programs for Boards that wish to implement contracted slots within Texas Rising Star 3- and 4-Star providers, as authorized in Texas Labor Code [§302.0461](#). TWC would administer an application process on a first-come, first-served basis for Boards to request funding to implement the Texas Rising Star Contracted Slots Pilot Program (Pilot Program).

This Pilot Program will provide Boards with the opportunity to create a new service delivery design outside of each Board's regular annual allocation of child care funds. Children served will not be included in a Board's annual performance target, which is tied to Board-allocated funds. Instead, Boards will identify the planned number of children to be served under the Pilot Program.

**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” or “shall.”

**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.”

**LF:** Boards may apply to TWC for funding to pilot a contracted slots program for Texas Rising Star 3- and 4-Star providers.

**NLF:** Boards must be aware that children referred to contracted slots as part of this pilot program will **not** count toward the Board’s average children served per day target.

**NLF:** Boards must be aware that the policies and procedures regarding the following topics apply to the Texas Rising Star Contracted Slots Pilot Program as outlined in [WD 19-21](#), issued September 15, 2021, and titled “Child Care Provider Contract Agreements”:

- Board Strategic Plan and Required Policies
- Eligibility for a Contracted Slots Agreement
- Procurement of Contracted Slots
- Identifying the Number of Reserved Slots
- Enrolling Children from the Board’s Waiting List
- Required Contracted Slots Agreement Elements
- Board Required Reporting
- Payments to Providers to Reserve Slots
- Entering Contracted Slots Data into The Workforce Information System of Texas (TWIST)

#### **Recording Payments to Providers**

**NLF:** Boards must use TWIST Web/Child Care Claims Application (CCCA) Reserved Slot Payment screens to record payments to providers for reserved (unfilled) slots. CCCA will debit payments against the Board’s CSL-869 Funding Contract in TWIST.

**NLF:** Boards must be aware that TWIST will be updated to include a new Special Projects code value for the Pilot Program. Boards must ensure that staff uses the new Special Projects code when setting up child care services for the Texas Rising Star Contracted Slots Pilot Program.

**NLF:** Boards must be aware that the Pilot Program expenditures must be reported in TWC’s Cash Draw and Expenditure Reporting (CDER) system under the Direct Care At-Risk TWIST Code for the 869 cost category in the Contracted Slots grant award (CSL).

#### **INQUIRIES:**

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

#### **ATTACHMENTS:**

Attachment 1: Texas Rising Star Contracted Slots Pilot Program Application

**REFERENCES:**

Texas Workforce Commission Chapter 809 Child Care Services Rules  
WD Letter [19-21](#), issued September 15, 2021, and titled “Child Care Provider Contract Agreements”