

RESCINDED

10/20/2023

Replaced by WD 17-23

TEXAS WORKFORCE COMMISSION

Workforce Development Letter

ID/No:	WD 24-22
Date:	November 7, 2022
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: **Funds for Hiring and Retaining Texas Rising Star Mentors**

PURPOSE:

The purpose of this Workforce Development (WD) Letter is to provide guidance to Local Workforce Development Boards (Boards) on the distribution of Board Contract Year 2023 (BCY'23) Child Care and Development Fund (CCDF) funds to Boards for hiring and retaining Texas Rising Star mentors.

RESCISSIONS:

WD Letter 23-21

BACKGROUND:

Texas Government Code [§2308.3155](#) requires that the Texas Workforce Commission (TWC) make CCDF funding available to each Board for the purpose of hiring Texas Rising Star mentors.

On July 12, 2022, TWC's three-member Commission (Commission) [approved](#) increasing the Texas Rising Star Staff Support budget for BCY'23 to \$22 million. This funding allows Boards to hire more Texas Rising Star mentors in order to support providers' continuous quality improvement plans and to increase program expansion.

Additionally, the Commission approved the distribution of funds for Texas Rising Star mentors for BCY'23 based on the following funding distribution formula:

- Apply an equal base funding amount of \$150,000 for each Board
- Distribute the remainder of the funds as follows:
 - 60 percent of the funds are distributed based on the Board's relative proportion of all Child Care Services (CCS) providers, excluding CCS providers that have not had a CCS referral in the past 18 months.
 - 40 percent of the funds are distributed based on the Board's relative proportion of licensed capacity of all CCS child care programs, excluding CCS providers that have not had a CCS referral in the previous 18 months.

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 use the BCY’23 funds to pay for the salaries and benefits of Board staff members, child care contractors, and/or subrecipients that provide Texas Rising Star technical assistance and mentoring services, as described in the TWC [Child Care Services Guide](#), §I-600: Texas Rising Star Assessors and Mentors.

Specifically, Boards must use the funding to:

- hire and retain the mentors necessary to increase the number of Texas Rising Star-rated providers and high-quality child care slots available for families that qualify for CCDF subsidies; and
- ensure that staffing levels are adequate to meet the requirement to support mentoring services to all CCS child care programs.

NLF: Boards must be aware that:

- TWC will include the BCY’23 funds in the Boards’ BCY’23 Child Care Quality (CCQ) grant awards; and
- the BCY’23 funds will be available from October 1, 2022, through October 31, 2023.

NLF: Boards must report obligations and expenditures in the Cash Draw and Expenditure Reporting (CDER) system under the cost categories with the “TRS” prefix and specific to assessor funding. The TRS categories will be regular cost categories for BCY’23.

CDER Child Care Quality Cost Categories Table

Type of Funding	Description	Cost Category
Mentor	TRS Personnel Costs—Mentor Funding	378
Mentor	TRS Promotions & Support—Mentor Funding	378

Note: The cost categories for Texas Rising Star personnel—Mentor Funding are defined as follows:

- TRS Personnel Costs—Mentor Funding represents the salaries and benefits for staff involved in Texas Rising Star technical assistance and mentoring services as described in this WD Letter. “Staff” refers to both Board staff and child care contractor and/or subrecipient staff.
- TRS Promotion and Supports—Mentor Funding represents supports such as staff training and travel, postage, communications (including printed materials), supplies, facility rental space, and information technology materials. This cost category also represents supports for the Texas Rising Star certification program staff involved in

Texas Rising Star mentoring services as described in this WD Letter. “Staff” refers to both Board staff and child care contractor and/or subrecipient staff.

NLF: Boards must be aware that BCY’22 CCQ funds must be spent before BCY’23 CCQ funds are spent.

NLF: Boards must be aware that any changes to mentor staffing will be reported, per Section 6 of the Board’s CCQ grant awards. Updates must include any changes to the number of budgeted full-time equivalent employees dedicated to mentor activities.

NLF: Boards must be aware that TWC will recapture unexpended BCY’23 balances as part of the financial closeout of the BCY’23 CCQ grant award.

INQUIRIES:

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

ATTACHMENTS:

Attachment 1: Distribution of Board Contract Year 2023 Funds for Texas Rising Star Mentors

REFERENCES:

Texas Government Code §2308.3155

Texas Workforce Commission Child Care Services Guide

TA Bulletin 270, issued October 1, 2014, and titled “Child Care Quality Expenditure Cost Categories”