

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 04-21, Change 2
Date:	October 15, 2021
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: Child Care Industry Partnership Program—*Update*

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on the [Child Care Industry Partnership](#) (CCIP) program.

RESCISSIONS:

WD Letter 04-21, Change 1

BACKGROUND:

On December 1, 2020, the Texas Workforce Commission's (TWC) three-member Commission approved the CCIP program and dedicated \$5 million to expand early childhood education efforts. The CCIP program will provide private employers and corporate foundations with the opportunity to invest in the early childhood education system to help foster and promote early childhood education programs and build a strong foundation of support for the future workforce.

Through the CCIP program, TWC will leverage private donations with Child Care and Development Fund (CCDF) funds to build and enhance Board partnerships with entities that want to support early childhood education efforts.

Successful CCIP applicants will propose projects that support early childhood education in one or more of the following approved focus areas:

- Child care apprenticeships
- Home-based child care
- Public-private prekindergarten partnerships
- Business support for child care programs
- Child care worker wage supplementation or stipends
- Emergency response and recovery
- Program capacity expansion

- Research studies that support child care quality improvement
- Other quality-improvement activities (as approved by TWC)

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.”

NLF: Boards must be aware that the [CCIP program](#) is application-based and that grants will be awarded until the approved funding is exhausted or the TWC period of availability for obligation of funds expires.

NLF: Boards that are interested in pursuing a CCIP grant must work with their industry partners to develop the project idea and jointly complete the [CCIP application](#), [budget workbook](#), and [donation agreement](#).

NLF: Boards must be aware that TWC will conduct a conflict-of-interest check on the donor before an application is submitted, and Boards must submit the name of the potential industry partner to CCIP@twc.texas.gov before any application will be reviewed and accepted.

NLF: Boards must be aware that, for approved CCIP projects, the industry partners will donate the proposed funds and TWC will grant the donated amount to the designated local workforce development area as a 100 percent match to an equal amount of CCDF matching funds.

NLF: Boards must be aware that CCIP industry partner donations are subject to the federal CCDF regulations at [45 CFR §98.55](#), as follows:

- Any donated private funds must be donated without any restriction that would require their use for a specific organization, individual, facility, or institution.
- The donated funds do not revert to the donor’s facility or use.
- The donated funds must be administered in accordance with all standard and required procurement, contracting, and administrative requirements.

Additionally, Boards must be aware that CCIP as a whole must comply with the CCIP application and with CCDF program and grant requirements, including the TWC Child Care Services Guide and the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and its implementation regulations.

NLF: Boards must be aware that a 5 percent administration limit applies to CCIP funds granted to the Board.

NLF: Boards must be aware that CCIP expenditures must be reported in TWC’s Cash Draw and Expenditure Reporting (CDER) system under the allowable Child Care Quality cost categories.

NLF: Additionally, Boards must ensure that CCIP activities and estimated expenditures are reported in the Board Child Care Quality Expenditure & Activity Report, pursuant to [WD Letter 21-19, Change 1](#), issued February 4, 2021, and titled “Child Care Quality Funds Report and Implementation and Expenditure Plan—*Update*.”

NLF: Boards must be aware that an industry partner may make a donation of funds through another organization and still qualify for the CCIP program. For example, an industry partner may donate funds to the Board or to a nonprofit organization with the express purpose of the funds being used for a CCIP program. The Board must provide TWC with documentation of the industry partner’s intent that the passed-through donation be used for the projects outlined in the CCIP application.

INQUIRIES:

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

ATTACHMENTS:

Attachment 1: Child Care Industry Partnership Project Examples

Attachment 2: Revisions to WD 04-21, Change 1, Shown in Track Changes

REFERENCES:

CCDF Regulations at [45 CFR §98.55](#)

WD Letter 21-19, Change 1, issued February 4, 2021, and titled “Child Care Quality Funds Report and Implementation and Expenditure Plan—*Update*”