

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 11-22
Date:	July 13, 2022
Keyword:	Board Planning; Child Care; TWIST
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
Courtney Arbour, Director, Workforce Development Division

Subject: Referrals from the Child Care and Unemployment Insurance Early Warning Report

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on referring child care customers who appear in the Child Care and Unemployment Insurance (UI) Early Warning Report to Workforce Solutions Office staff for available resources to support their job search.

RESCISSIONS:

None

BACKGROUND:

The Child Care and UI Early Warning Report identifies active child care customers who have filed a UI claim informing the Texas Workforce Commission (TWC) that they are unemployed and may need additional assistance or resources to help find suitable employment. Additional information about the use of this report is included in TAB 276, Change 1. Boards may support child care customers who appear in the report by connecting them to available local workforce services and resources.

The Child Care and UI Early Warning Report may also be used to help Boards identify child care customers who may benefit from reemployment services. Using TWC's integrated workforce system, Child Care Services staff members coordinate referrals to Workforce Solutions Office staff members in order to support individuals identified in the report. Workforce services are tailored to meet each individual's needs and may offer employment assistance, education, and training to help customers succeed in the labor market and meet their economic needs and those of their communities.

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 continue to use the Child Care and UI Early Warning Report as a tool to determine whether child care customers have had a change in work status and may need additional assistance or resources in looking for employment, training, or education.

NLF: Boards must ensure that there are procedures in place that enable Child Care Services staff members to connect child care customers to Workforce Solutions Office staff members for workforce programs, resources, and services. At a minimum, the procedures must address the method to provide in-person and/or virtual referrals.

NLF: Before referring additional workforce resources to child care customers, Boards must ensure that Child Care Services staff members have confirmed with the child care customer that he or she continues to be unemployed.

NLF: Boards must ensure that Workforce Solutions Office staff members review and document the referred customer’s eligibility for workforce programs.

NLF: Boards must ensure that both Workforce Solutions Office and Child Care Services staff members document all referral information in The Workforce Information System of Texas (TWIST) Counselor Notes.

INQUIRIES:

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

REFERENCES:

[Child Care Services Guide](#)

[TAB 276 Child Care and Unemployment Insurance Report and Child Care Income Report–Update](#)

Child Care and Unemployment Insurance Early Warning Report