

TEXAS WORKFORCE COMMISSION LETTER

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Keyword:	Child Care, Choices; SNAP E&T; TANF; TWIST
Effective:	March 11, 2017

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

From: *Reagan Miller*
Reagan Miller, Deputy Director, Workforce Solutions

Subject: **Implementation of a New CCC Contract Type for Child Care in TWIST**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on the implementation of the new Child Care contract type known as CCC for use in The Workforce Information System of Texas (TWIST).

RECISSIONS:

None

BACKGROUND:

The Child Care and Development Block Grant of 2014 requires a 12-month eligibility period for all children receiving child care services.

The requirement includes children considered part of two priority groups, as defined by the Texas Workforce Commission (TWC).

- The first priority group includes children whose parents are eligible for the following programs:
 - Choices
 - Temporary Assistance for Needy Families (TANF)
 - Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)
- The second priority group includes children formerly receiving Child Protective Services, as authorized by the Texas Department of Family and Protective Services (DFPS).

TWC created a new strategy for tracking and reporting expenditures for children in the above priority groups. The strategy adds a new Board contract type, CCC, beginning in Board Contract Year 2017 (BCY'17).

To support using the new CCC contract strategy, TWC will implement modifications to TWIST on Saturday, March 11, 2017.

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: On Saturday, March 11, 2017, TWC staff will add the CCC contract type to TWIST as follows:

1. TWC Information Technology (IT) staff will release TWIST version 5.22a.
2. TWC staff will create a CCC *Contract Entity* and *Funding Contracts* record for each Board in the TWIST *Allocations* module (see example in Figure 1, below).
3. TWC staff will create the records for CCC Funding Contracts with \$1 entered as a placeholder for the allocation amount.

Figure 1: Example of a Detail Screen for CCC Funding Contracts in TWIST

The screenshot displays the TWIST system interface for creating a funding contract. The header features the Texas Workforce Commission logo and the text 'TWIST The Workforce Information System of Texas'. Below the header is a navigation bar with links for 'Home', 'Customer', 'Claim', '>>Allocation', and 'Setup'. The main menu includes 'Contract Summary', 'Contract Entity', 'Funding Contracts' (which is highlighted in orange), 'Group Allocation', and 'Allocation Template'. The 'Contract' form contains the following fields: 'Contract Entity' is a dropdown menu showing 'CCC-Direct Care Allocation-Capital Area (EIN :)', 'Contract Number' is a text box with '1417CCC000' and a note 'Note: The Contract Number must be unique', 'Year' is a dropdown menu showing '2017', 'Amount' is a text box with '1.00', 'Start Date (mm/yyyy)' is a date picker showing '10/2016', and 'End Date (mm/yyyy)' is a date picker showing '10/2017'.

4. TWC IT staff will run a data fix to move the following types of claims to CCC Funding Contracts:
- Claims made in the service months of October 2016 or later
 - Claims with the following eligibility characteristics:
 - 1 (Choices)
 - 2 (TANF Applicant)
 - 4 (SNAP E&T)
 - 15 (Former DFPS)

NLF: Boards must be aware that upon the completion of the TWIST Web release on March 11, 2017, TWIST will automatically assign claims for the following eligibility characteristics to CCC contracts:

- 1 – Choices
- 2 – TANF Applicant
- 4 – SNAP E&T
- 15 – Former DFPS

NLF: Boards must be aware that after March 11, the above eligibility characteristics will be associated only with CCC Funding Contracts. Staff will not be able to transfer the claims to other types of contracts, such as CCF or CCM.

Attachment 1, TWIST Eligibility Characteristic Codes—Contracts Crosswalks, shows the child care contracts relative to child care eligibility characteristics in TWIST.

NLF: Boards must ensure that, after the successful implementation of the CCC contracts in TWIST, Board staff enters the correct allocation information for their CCC Funding Contract.

LF: For information about BCY'17 funding allocations, Board staff may refer to WD Letter 12-16.

NLF: Boards must be aware that the TWIST data fix will move to the new CCC Funding Contracts type for BCY'17 existing claims that were charged to the BCY'16 during the service months of October, November, or December 2016.

NLF: Boards must be aware that Board staff may perform Group Allocation moves to move Low-Income (At-Risk) or Transitional claims from BCY'17 Funding Contracts to BCY'16 CCF Funding Contracts to make up the difference from the CCC implementation.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENT:

Attachment 1: TWIST Eligibility Characteristic Codes— Contracts Crosswalk

REFERENCES:

Texas Workforce Commission Child Care Services Rules: 40 TAC, Chapter 809
WD Letter 12-16, entitled “Fiscal Year 2017/Program Year 2016 Workforce Innovation and Opportunity Act Title I and Title II Formula Allocations; Rapid Response Funding; WIOA Title II Professional Development Funds; Fiscal Year 2017 Child Care, Choices, Employment Service, and Supplemental Nutrition Assistance Program Employment and Training Planning Estimates; and Fiscal Year 2017 Child Care Funding Distribution Estimates for Child Care Automated Attendance Tracking,” and issued May 24, 2016