

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 03-20
Date:	February 19, 2020
Keyword:	Child Care
Effective:	Immediately

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

From: Reagan Miller, Director, Child Care & Early Learning Division

Subject: **Texas Prekindergarten Partnership Summit Travel Reimbursement**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on Texas Workforce Commission (TWC)–funded travel reimbursement for costs associated with attending the Texas Prekindergarten Partnership Summit (Summit).

RESCISSIONS:

None

BACKGROUND:

On September 24, 2019, TWC’s three-member Commission (Commission) approved up to \$65,000 in funding to support Boards’ attendance at the Summit on March 30–31, 2020, in Houston, Texas.

House Bill (HB) 3, 86th Texas Legislature, Regular Session (2019) allows for lead education agencies (LEAs) to offer pre-K services through public-private partnerships. Pre-K services may be offered through 3- or 4-star Texas Rising Star early learning programs.

To facilitate the development of public-private partnerships, TWC and the Texas Education Agency collaborated on training and coordination activities and identified the opportunity to leverage an event at Texas’ Region 4 Education Service Center (ESC) with funding support from the W. K. Kellogg Foundation.

Each local workforce development area may send a team of three to five individuals to the Summit, depending on the size of the Board. TWC sent formal invitations to Boards on January 15, 2020, including information about registration for the event.

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 Board attendance is limited based on Board size, as defined in the discussion paper titled “[Texas Prekindergarten Partnership Summit Discussion Paper.](#)” Attendance guidelines are as follows:

Large Boards:

- Four Board/contractor staff members may attend.
- One representative from a local Texas Rising Star 3- or 4-star early learning program may attend.

Medium Boards:

- Three Board/contractor staff members may attend.
- One representative from a local Texas Rising Star 3- or 4-star early learning program may attend.

Small Boards:

- Two Board/contractor staff members may attend.
- One representative from a local Texas Rising Star 3- or 4-star early learning program may attend.

NLF: Boards must be aware that TWC reimburses costs only for allowable attendees and for the most cost-effective travel arrangements. TWC will reimburse Boards for the following costs:

- Boards whose distance to the Summit requires three or fewer hours of driving time receive reimbursement for:
 - one rental car;
 - hotel rooms for each attendee; and
 - meal per diem (based on actual, up to \$61, the maximum per diem rate for Houston) for each attendee.
- Boards whose distance to the Summit requires more than three hours of driving time receive reimbursement for:
 - the most economical airfare for each attendee;
 - one rental car;
 - hotel rooms for each attendee; and
 - meal per diem (based on actual, up to \$61, the maximum per diem rate for Houston) for each attendee.

NLF: Boards must be aware that TWC will reimburse:

- large Boards for no more than \$3,600;
- medium Boards for no more than \$2,900; and

- small Boards for no more than \$2,300.

NLF: Boards must:

- Retain travel receipts in compliance with state travel requirements.
- Designate one Board staff member to gather and review all travel forms for accuracy.
- Use Attachment 1, Pre-K Partnership Summit Travel Reimbursement Request Form, to request reimbursement.
- Submit all forms together in one email to [Board Contract Management](#) by April 10, 2020.

NLF: Boards must:

- Complete the following by February 21, 2020:
 - Register for the conference (see below).
 - Take a brief [pre-conference survey](#) to help ensure that all needs are met.
- Select only three, four, or five team members to attend the Summit, depending on the Board's size (per attendance guidelines above).
- Complete the registration process online. When registering, consider the following:
 - Each attendee should register individually.
 - A Region 4 ESC account is required for registration. Visit the [User Account Sign Up page to create an account](#). An attendee who has a Region 4 ESC Account but has forgotten his or her password should visit the [Password Management page to change the password](#).
 - To register for the Summit, visit the [Summit's page](#) and use Session ID 1485853.
- For technical questions regarding registration, please email or call Region 4 ESC Registration Services at register@esc4.net or (713) 744-6326.

LF: For questions about the Summit, or for consultation regarding selecting a team to attend, contact Shay Everitt, Senior Advisor for Child Care/Pre-K Partnerships, at shay.everitt@twc.state.tx.us or (512) 516-1410.

INQUIRIES:

Send inquiries regarding this WD Letter to [Child Care Program Assistance](#).

ATTACHMENTS:

Attachment 1: Texas Pre-K Partnership Summit Travel Voucher

REFERENCES:

House Bill 3, 86th Texas Legislature, Regular Session (2019)
[Texas Prekindergarten Partnership Summit Discussion Paper](#)