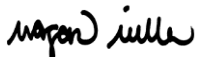


**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 19-23, Change 1
<b>Date:</b>	December 19, 2023
<b>Keyword:</b>	Child Care
<b>Effective:</b>	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:** **Local Child Care Committee Requirements—Update**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on the requirement to establish and operate local child care committees.

**RESCISSIONS:**

WD Letter 19-23

**BACKGROUND:**

[House Bill \(HB\) 619](#), 87th Texas Legislature, Regular Session (2021), added [§302.0062](#) to the Texas Labor Code, requiring the Texas Workforce Commission (TWC) to prepare a child care workforce strategic plan for improving the quality of the infant, toddler, preschool, and school-age child care workforce in Texas and to update the strategic plan every three years. The bill requires the strategic plan to include recommendations and best practices, one of which is the recommendation that Boards improve, sustain, and support the child care workforce.

Based on the HB 619 requirements, TWC’s three-member Commission approved the Child Care Workforce Strategic Plan 2023–2025 (Plan), which includes specific goals, strategies, and action plans for implementation. Action Item 3.2.2 in the Plan requires Boards to establish local child care committees.

**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.”

**LF:** Boards may decide how to refer to their local child care committee, for example, “committee,” “task force,” “advisory body,” or “advisory council,” as well as other appropriate terms. In this WD Letter, the term “committee” is used.

**LF:** The Board, or the Board staff, must appoint representatives to a local child care committee. The appointing entity will be determined by each Board, based upon local policies and procedures.

**NLF:** No later than February 29, 2024, or at the Board’s first regularly scheduled Board meeting in the calendar year 2024, Boards or Board staff must appoint representatives to a local child care committee. At a minimum, individuals appointed must represent the following entities:

- Licensed child care centers participating in TWC’s Child Care Services (CCS) program
- Licensed or registered child care homes participating in CCS
- Families currently or formerly served by CCS
- Board CCS contractors
- Board members and/or Board staff
- Other child care stakeholders that represent the interests of the children and/or the families served

**LF:** Boards may determine which local stakeholders to include on the committee. Community stakeholders involved in children and family issues will vary across Board areas. For example, stakeholders may include organizations, including, but not limited to, the following:

- United Way
- Education partnership alliances
- Early matters alliances
- Home-based provider associations
- [Early Childhood Intervention Services providers](#)
- Other coalitions

Child Care & Early Learning staff members are available to discuss community stakeholder appointments.

**LF:** Boards are encouraged to ensure a well-rounded committee composition in order to gather input from a wide array of entities that are interested in early childhood issues. Additionally, Boards may determine the size and composition of a child care committee, provided that the TWC minimum entity appointment requirements are met.

**LF:** Boards may determine rules of governance for their committee, including the duration of a member’s term, attendance requirements, the setting of the meetings (in-person, virtual, or hybrid), and the content and format for committee presentations to the Board.

Note: The new committee is not part of the Board’s formal governance structure.

**NLF:** Boards must ensure that the child care committee convenes at least quarterly.

**NLF:** Additionally, Boards must ensure that Board members, or the formal standing committee of the Board that considers policy changes for the CCS program, receive:

- an update, at least twice a year, on the issues discussed by the committee; and
- any input on CCS policy change recommendations.

**NLF:** Boards also must provide the child care committee with child care program data to inform the committee’s work. Information provided must address both the CCS program and quality improvement activities.

**LF:** Boards may use the guidance and resources available in TWC’s [Child Care Quality Strategic Planning & Expenditures Guide](#) to design effective feedback processes and reports to support the child care committee’s work.

**LF:** Furthermore, Boards may use data available on TWC’s [Child Care by the Numbers web page](#) to assist in providing the child care committee with child care program data.

**INQUIRIES:**

Send inquiries regarding this WD Letter to [childcare.programassistance@twc.texas.gov](mailto:childcare.programassistance@twc.texas.gov).

**ATTACHMENTS:**

Attachment 1: Revisions to 19-21 Shown in Track Changes

**REFERENCES:**

[House Bill 619](#), 87th Texas Legislature, Regular Session (2021)

Texas Labor Code [§302.0062](#)

[Child Care Workforce Strategic Plan 2023–2025](#)

[Child Care Quality Strategic Planning & Expenditures Guide](#)