

1 **CHAPTER 809. CHILD CARE AND DEVELOPMENT**

2
3 **ADOPTED RULES WITH PREAMBLE TO BE SUBMITTED TO THE TEXAS**
4 **REGISTER. THIS DOCUMENT WILL HAVE NO SUBSTANTIVE CHANGES BUT IS**
5 **SUBJECT TO FORMATTING CHANGES AS REQUIRED BY THE TEXAS REGISTER.**
6

7 The Texas Workforce Commission (Commission) adopts amendments to the following section
8 of Chapter 809 related to Child Care and Development *without* changes to the proposed text as
9 published in the October 7, 2005, issue of the *Texas Register* (30 TexReg 6418).

10
11 Subchapter B. General Management Requirements, §809.20

- 12
13 **PART I. PURPOSE, BACKGROUND, AND AUTHORITY**
14 **PART II. EXPLANATION OF INDIVIDUAL PROVISIONS**
15 **PART III. COORDINATION ACTIVITIES**
16

17 **PART I. PURPOSE, BACKGROUND, AND AUTHORITY**

18 The Commission adopts amendments to 40 TAC §809.20 relating to leveraging local resources
19 for use as match for federal Child Care and Development Funds (CCDF). The purpose of the
20 adopted amendments is to clarify requirements that private donations, public transfers of funds,
21 and certification of public expenditures must meet in order to be used as match for CCDF.

22 Additionally, the adopted amendments clarify that it is the responsibility of the Commission,
23 rather than the Boards, to accept and certify donations from private entities.

24
25 The Social Security Act (42 U.S.C. 618) provides the federal requirements for states to secure
26 federal matching funds for child care services. Child Care and Development Fund Final Rules,
27 45 C.F.R. §98.53, further delineate the matching fund provisions by requiring that the funds used
28 as match be for allowable services or activities as described in the CCDF State Plan.

29 Additionally, 45 C.F.R. §98.53 allows states to use funds from both public and private sources in
30 order to secure federal matching funds. However, the federal regulations place different
31 requirements on these two sources of funds in order for the funds to be used as match for CCDF.

32
33 Regulations in 45 C.F.R. §98.53(e)(1) specify that public funds used as CCDF match must be:

- 34 --appropriated directly to the Lead Agency (the Texas Workforce Commission is the Lead
35 Agency in Texas), or
36 --transferred from another public agency to the Lead Agency and under its administrative
37 control; or
38 --certified by the contributing public agency as representing expenditures on CCDF allowable
39 activities eligible for federal match.

40
41 In addition, the regulations specify that public funds must:

- 42 --not be used to match other federal funds; and
43 --not be federal funds, or are federal funds authorized by federal law to be used to match other
44 federal funds.

45
46 Regulations in 45 C.F.R. §98.53(e)(2) specify that private funds used as CCDF match must:

- 1 --be donated from private sources;
- 2 --be donated without restrictions that would require their use for a specific individual,
- 3 organization, facility, or institution;
- 4 --not revert to the donor's use or facility; and
- 5 --not be used to match other federal funds.

6
7 In Fiscal Year 2004, the Commission authorized Local Workforce Development Boards (Boards)
8 to secure local match by certifying expenditures on allowable CCDF activities from private
9 sources. Additionally, in January 2004, the Commission amended §809.20 of its Child Care and
10 Development rules to allow for the use of certified expenditures from private sources.

11
12 In written guidance to the Texas Workforce Commission issued June 2, 2005, the United States
13 Department of Health and Human Services, Administration for Children and Families (ACF),
14 determined that the state's rules promulgated on January 23, 2004, relating to the child care
15 program [40 TAC §809.20(a)(1)(B)] do not comport with CCDF regulations at 45 C.F.R.
16 §98.53(e) and (f). ACF further stated that in order for private donated funds to be considered for
17 federal match, such funds must be donated to the Commission as the Lead Agency for CCDF
18 and are subject to its administrative control. Private donated funds remaining in the hands of
19 private organizations or under the administrative control of those organizations cannot be
20 considered "donated" for purposes of CCDF matching requirements.

21
22 The amendments to Chapter 809 clarify that the only allowable sources of local match are:
23 --funds donated from a private entity to the Commission;
24 --funds transferred from a public entity to the Commission; or
25 --public expenditures on allowable CCDF activities certified by a public entity as expenditures
26 eligible for federal match.

27
28 Further, the amendments clarify that the local matching funds must be for activities that are
29 included in the CCDF State Plan and allowable under this chapter.

30
31 Additionally, the amendments clearly distinguish between the Boards' responsibility for securing
32 and managing local matching funds and the Boards' responsibility for providing necessary
33 information to the Commission in order for the Commission to receive and certify private
34 donations, and accept certifications of public expenditures and public transfers of funds.

35 36 37 **PART II. EXPLANATION OF INDIVIDUAL PROVISIONS WITH PUBLIC** 38 **COMMENTS AND RESPONSES**

39 (Note: Minor editorial changes are made throughout Chapter 809 that do not change the
40 meaning of the rules and, therefore, are not discussed in the Explanation of Individual
41 Provisions.)

42 43 **SUBCHAPTER B. GENERAL MANAGEMENT REQUIREMENTS**

44 45 **§809.20. Leveraging Local Resources**

46 The Commission adopts amendments to §809.20(a) to emphasize that it is the Boards'
47 responsibility to leverage federal matching funds by securing available local resources. The

1 amendment to §809.20(a) will move the types of local funds that are allowable as match from the
2 current §809.20(a) to a new §809.20(b). The purpose of this amendment is to clarify the roles
3 and responsibilities regarding securing and accepting local match. Section 809.20(a) states that it
4 is the Boards' responsibility to secure local match, while §809.20(b) provides that it is the
5 Commission's role to accept the local match funds.

6
7 Additionally, the Commission adopts the removal of the provision, currently in
8 §809.20(a)(1)(B), relating to the certification of private expenditures by a private entity as an
9 allowable source of local match. The elimination of this language implements the guidance the
10 Commission received from ACF clarifying the meaning of 45 C.F.R. §98.53(e)(2), by no longer
11 allowing private certification of expenditures as a source of local match.

12
13 The new §809.20(b) describes the types of local funds that the Commission may accept as match
14 for federal child care funds. The section provides that the Commission may accept private
15 donated funds, public transferred funds, and public certifications of expenditures.

16
17 Section 809.20(b)(1) provides the requirements that must be met for the Commission to accept
18 donations of funds from private entities. Section 809.20(b)(1) reflects the requirements under
19 CCDF as specified in the Social Security Act and further delineated in the federal regulations in
20 45 C.F.R. §98.53(e). Section 809.20(b)(1) states that private donated funds must:

- 21 --be donated without restrictions that would require their use for a specific individual,
22 organization, facility, or institution, or for an activity not included in the CCDF State Plan or
23 allowed under this chapter;
- 24 --not revert to the donor's facility or use;
- 25 --not be used to match other federal funds; and
- 26 --be certified by both the donor and the Commission as meeting the foregoing requirements.

27
28 Section 809.20(b)(2) specifies the requirements for transfers of funds from public entities and
29 emulates federal regulations in 45 C.F.R. §98.53(e)(1). The language allows the Commission to
30 accept the transfer of public funds as a source of local match when the public funds are:

- 31 --transferred without restrictions that would require their use for an activity not included in the
32 CCDF State Plan or allowed under this chapter;
- 33 --not used to match other federal funds; and
- 34 --not federal funds or are federal funds authorized by federal law to be used to match other
35 federal funds.

36
37 Section 809.20(b)(3) sets forth the requirements for the Commission to accept the certifications
38 of expenditures from public entities. Section 809.20(b)(3), which emulates federal regulations in
39 45 C.F.R. §98.53(e)(1), states that expenditures by a public entity may be eligible for federal
40 matching funds when the public entity certifies that the expenditures are:

- 41 --for activities included in the CCDF State Plan or allowed under this chapter;
- 42 --not used to match other federal funds; and
- 43 --not federal funds, or are federal funds authorized by federal law to be used to match other
44 federal funds.

1 The Commission renumbers §809.20(b)(1) as §809.20(c)(1) and modifies the language to clarify
2 the Boards' responsibilities with regard to securing local funds in order to receive federal
3 matching funds in their local workforce development areas (workforce areas). Those
4 responsibilities include the identification of available local funds, securing those funds, and the
5 completion of agreements. Boards have the responsibility to identify available local funds
6 through the use of private donated funds, transfers of funds by public entities, and certification of
7 expenditures by public entities. Boards have further responsibility to secure those identified
8 local funds by obtaining an agreement with the identified contributor and submitting those
9 agreements to the Commission for acceptance by the Commission. Finally, Boards have the
10 responsibility to ensure that the agreements are completed and fulfilled in accordance with the
11 terms specified in the agreement.

12
13 The Commission also renumbers §809.20(b)(2) as §809.20(c)(2) and modifies the language to
14 state that Boards are encouraged to secure additional local funds that exceed the amount required
15 to match federal funds allocated to the Board to maximize its potential to receive additional
16 federal funds--should they become available--rather than requiring the Board to secure additional
17 local funds. The old language implied that the Boards were required to secure more local
18 matching funds than are actually needed to draw down the federal funds allocated to the Boards.
19 The Commission recognizes that requiring Boards to secure additional local match could lead to
20 a situation in which a Board cannot assure contributors that there will be available federal
21 matching dollars to match their donation. This new rule language reflects the Commission's
22 intent to encourage Boards to secure extra local matching funds in case pledges are not
23 completed in full, or to position Boards to be able to utilize reallocated additional federal
24 matching funds should they become available.

25
26 Further, the Commission moves the language in §809.20(a)(2), which states that a Board's
27 performance in securing local funds may make the Board eligible for incentive awards, to
28 §809.20(c)(3). The Commission adopts this change in order to place the provisions related to the
29 Board responsibilities regarding the securing of local resources into §809.20(c).

30
31 The Commission removes the provision formerly in §809.20(c) that set forth the process of
32 submitting and documenting local match agreements. Administrative processes are more
33 appropriate in other documents such as Workforce Development Letters or contract start-up
34 instructions. In conjunction with removing the specific procedures for submitting and
35 documenting local match agreements, the Commission also adds language in §809.20(d) to
36 specify that a Board shall submit private donations, public transfers, and public certifications to
37 the Commission for acceptance, with sufficient information to determine that the funds meet the
38 necessary requirements.

39
40 The Commission amends §809.20(e), regarding completing private donations, public transfers,
41 and public certifications, in order to specify the three types of sources for local match.

42
43 The Commission removes the provision formerly in §809.20(f), regarding Board reporting
44 requirements related to local match. The Board local match reporting requirements are stipulated
45 in adopted §809.20(c) regarding the submission of local match agreements, and adopted
46 §809.20(d) regarding the completion of local match agreements. Further, Boards are required to

1 submit monthly expenditure reports, including expenditures related to child care local match
2 agreements, in accordance with §800.72 of this title, relating to Reporting Requirements.

3
4 Further, the Commission renumbers §809.20(g) as §809.20(f), and clarifies the types of local
5 match that Boards must monitor.

6
7 The Commission received no comments on the proposed rule language.
8
9

10 **PART III. COORDINATION ACTIVITIES**

11
12 In the development of these rules for publication and public comment, the Commission sought
13 the involvement of Texas' 28 Boards and the Texas Association of Workforce Boards (TAWB).
14 The Commission provided the concept papers regarding these rule amendments to the Boards
15 and TAWB for consideration and review. The Commission also conducted conference calls with
16 Board executive directors and Board staff on June 10, 2005, and August 5, 2005, to discuss the
17 concept papers. Additionally, during the June 14, 2005, Commission meeting, a representative
18 of TAWB and a representative of the Executive Directors' Council provided input to the
19 Commission regarding the impact of this rule change. During the rulemaking process, the
20 Commission considered all information gathered in order to develop rules that provide clear and
21 concise direction to all parties involved. As noted above, the Commission received no additional
22 public comments on the proposed rule language.
23

24 The amendments are adopted under Texas Labor Code §301.0015 and §302.002(d), which
25 provide the Commission with the authority to adopt, amend, or repeal such rules as it deems
26 necessary for the effective administration of Agency services and activities, the Texas Human
27 Resources Code §44.002, regarding Administrative Rules, and the Texas Labor Code §301.021,
28 which authorizes the Commission to accept donations in an open meeting by a majority of the
29 voting members of the Commission.
30

1
2 **CHAPTER 809. CHILD CARE AND DEVELOPMENT**
3

4 **SUBCHAPTER B. GENERAL MANAGEMENT REQUIREMENTS**
5

6 **§809.20. Leveraging Local Resources**
7

8 (a) Leveraging Local Funds. The Commission encourages Boards to secure local public
9 and private funds for the purpose of matching federal funds in order to maximize ~~to~~
10 ~~the extent possible to leverage all available~~ resources for child care needs in the
11 community.

12
13 ~~(1) A Board may secure local funds for match in the form of one or more of the~~
14 ~~methods in order to leverage (match) against federal funds available through~~
15 ~~the Commission:~~

16
17 ~~(A) donations of funds from a private entity;~~

18 ~~(B) certification of expenditures by a private entity that represent expenditures~~
19 ~~eligible for federal match and that were not restricted in their use for a~~
20 ~~specific individual, organization, facility or institution;~~

21 ~~(D) Certifications of expenditures by a public entity that represent~~
22 ~~expenditures eligible for federal match.~~

23 ~~(2) A Board's performance in securing and leveraging local funds for match may~~
24 ~~make the Board eligible for incentive awards.~~
25

26 (b) Local Funds Accepted by the Commission. The Commission accepts the following
27 as local match:

28
29 (1) Funds from a private entity that:
30

31 (A) are donated without restrictions that require their use for:

32
33 (i) a specific individual, organization, facility, or institution; or

34
35 (ii) an activity not included in the CCDF State Plan or allowed under
36 this chapter;

37
38 (B) do not revert back to the donor's facility or use;

39
40 (C) are not used to match other federal funds; and

41
42 (D) are certified by both the donor and the Commission as meeting the
43 requirements of subparagraphs (A)–(C) of this paragraph.

44
45 (2) Funds from a public entity that:
46

1 (A) are transferred without restrictions that would require their use for an
2 activity not included in the CCDF State Plan or allowed under this
3 chapter;

4
5 (B) are not used to match other federal funds; and

6
7 (C) are not federal funds, or are federal funds authorized by federal law to be
8 used to match other federal funds.

9
10 (3) Expenditures by a public entity certifying that the expenditures:

11
12 (A) are for an activity included in the CCDF State Plan or allowed under this
13 chapter;

14
15 (B) are not used to match other federal funds; and

16
17 (C) are not federal funds, or are federal funds authorized by federal law to be
18 used to match other federal funds.

19
20 (cb) Securing Local Funds to Access Federal Matching Funds from the Commission.

21
22 (1) A Board shall ~~manage the secure~~ ing of funds, including the selection of
23 ~~pledged and completed private~~ public donations, public transfers, and public
24 certifications that are used by the Board to receive federal matching funds
25 through the Commission.

26
27 (2) A Board is encouraged to secure additional local ~~shall ensure that federal~~
28 ~~matching~~ funds in excess of the amount required to ~~are maximized by securing~~
29 ~~local funds for match in an amount that may exceed the amount required to~~
30 ~~match available~~ federal funds allocated to the Board in order to maximize its
31 potential to receive additional federal funds should they become available.

32
33 (3) A Board's performance in securing and leveraging local funds for match may
34 make the Board eligible for incentive awards.

35
36 ~~(c) Documenting Pledged Donations, Transfers and Certifications. A Board shall~~
37 ~~maintain written documentation of pledged donations, transfers and certifications~~
38 ~~that contain, at a minimum, the following:~~

39
40 ~~(1) the signature of the representative of the Board;~~

41
42 ~~(2) the signature of the potential contributor;~~

43
44 ~~(3) the potential contributors commitment to fulfill the pledge of the donation,~~
45 ~~transfer or certification by paying or certifying the funds to the Commission~~
46 ~~for use in a specific workforce area on a set payment or certification schedule;~~

1
2 ~~(4) the Board's commitment to use the donated or transferred funds as requested by~~
3 ~~the contributor, as long as it is consistent with federal regulations at 45 CFR~~
4 ~~§ 98.53; and~~

5
6 ~~(5) sufficient information to determine that the funds will be used in a manner~~
7 ~~consistent with 45 CFR § 98.53.~~

- 8 (d) Submitting Private Pledged Donations, Public Transfers, and Public Certifications to
9 ~~for Acceptance by~~ the Commission.

10
11 A Board shall submit private pledged donations, public transfers, and public
12 certifications to the Commission for acceptance, with sufficient information to
13 determine that the funds meet the requirements of subsection (b) of this section.

- 14
15 (e) Completing Private Donations, Public Transfers, and Public Certifications.

16
17 (1) A Board shall ensure that:

18
19 (A) private donations of cash and public transfers of funds are paid to the
20 Agency; and ~~that~~

21
22 (B) public certifications are ~~also~~ submitted to the Agency.

23
24 (2) Private dDonations and public transfers are considered complete to the extent
25 that the funds have been paid to the Agency.

26
27 (3) Public cCertifications are considered complete to the extent that a signed
28 written instrument is delivered to the Agency that reflects that the public entity
29 has expended a specific amount of funds on eligible child care services.

30
31 ~~(f) Reporting. A Board shall report information relating to pledged and completed~~
32 ~~donations, transfers and certifications as referenced in subsections (d) and (e) of this~~
33 ~~section and § 800.72. Reporting Requirements.~~

34
35 ~~(f)(g)~~ Monitoring. A Board shall monitor the funds secured for match and the
36 expenditure of any resulting funds to ensure that expenditures of ~~unmatched~~ federal
37 matching funds available through the Commission do not exceed an amount that
38 corresponds to the private donations, public transfers, and public certifications that
39 are completed by the end of the program year.