

**WORKFORCE DEVELOPMENT DIVISION**  
**Workforce Policy and Service Delivery Branch**  
**Technical Assistance Bulletin 247**

**Keyword:** Child Care

**Subject:** Fiscal Year 2012 Additional Child Care Local Match Agreement Submission

**Date:** January 12, 2012

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on:

- procedures for requesting program assistance during the development of Fiscal Year 2012 (FY'12) Additional Child Care Local Match (CCLM) Agreements using Workforce Development Letter 41-11, Attachment 1, and its updates; and
- the schedule requirements for submitting FY'12 Additional CCLM Agreements for Texas Workforce Commission (TWC) approval.

To request program assistance, including courtesy reviews, e-mail [childcare.programassistance@twc.state.tx.us](mailto:childcare.programassistance@twc.state.tx.us).

The FY'12 Additional CCLM Agreement Review Checklist, Attachment 1 to this TA Bulletin, can be used to review FY'12 Additional CCLM Agreements before submitting them.

TWC's three-member Commission meets on a biweekly schedule. Based on this schedule, priority will be given to FY'12 Additional CCLM Agreements received by the following dates:

<b>Commission Meeting Date*</b>	<b>CCLM Agreements Received by Close of Business</b>
Tuesday, January 31, 2012	Tuesday, January 17, 2012
Tuesday, February 14, 2012	Monday, January 30, 2012
Tuesday, February 28, 2012	Monday, February 13, 2012
Tuesday, March 20, 2012	Monday, March 5, 2012
Tuesday, March 27, 2012	Monday, March 12, 2012
Tuesday, April 10, 2012	Monday, March 26, 2012
Tuesday, April 24, 2012	Monday, April 2, 2012

\*Meeting dates are subject to change; see TWC's Website at <http://www.twc.state.tx.us/events.html#commission> for the most current information.

*Complete and sign* the FY'12 Additional CCLM Agreement and submit as a PDF to the Board's contract manager at [ccm.agreements@twc.state.tx.us](mailto:ccm.agreements@twc.state.tx.us). The Board and contributor are required to sign the FY'12 Additional CCLM Agreement.

*Note:* FY'12 Additional CCLM Agreements for cash donations are accepted only as *signed originals*. Therefore, for timely receipt by the scheduled dates, hard copies of these documents must be mailed to the Board's contract manager at:

Texas Workforce Commission  
c/o (assigned contract manager)  
101 East 15th Street, Room 506-T  
Austin, Texas 78778-0001

Direct inquiries regarding this TA Bulletin to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).