

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 08-03

Date: March 7, 2003

Key Word: Child Care

To: Local Workforce Development Board Executive Directors
Commission Executive Staff
LWDA Coordinators
Commission Local Offices

From: Luis M. Macias, Director, Workforce Development Division

Subject: Revisions in Child Care Performance Data Collection and Reporting

PURPOSE:

To inform Local Workforce Development Boards (Boards) of new procedures for child care data collection and reporting of:

- Average number of children served per day;
- Percent of child care providers meeting Texas Rising Star (TRS) criteria;
- Number of child care providers trained;
- Federal demographic information needs; and
- Federal Poverty Income Level (FPIL) Report.

REFERENCE:

Texas Workforce Commission Child Care and Development Rules: 40 TAC
Chapter 809

WD Letter 11-02, issued April 2, 2002, and entitled “New Time Frames and Procedures for Child Care Billings, Line-Item Rejections, and Service-Year Budget and Payment Application Entries”

WD Letter 23-02, issued July 29, 2002, and entitled “Child Care Services: State Fiscal Year 2003 Income Eligibility Limits”

FLEXIBILITY RATINGS:

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. Federal and State laws, rules, policies, and required procedures with a “No Local Flexibility” rating are indicated by the acronym, **NLF**, in the margin to the right of the applicable paragraph. Additionally, all information with a “No Local Flexibility” rating is indicated by “must” or “shall.”

Failure to comply with the Federal and State laws, rules, policies, and required procedures with a “No Local Flexibility” rating may result in corrective action, up to and including sanction and penalty.

BACKGROUND:

According to WD Letter 17-00, issued February 15, 2000, and entitled “New Date for Extracting and Transmitting Local Child Care Data,” Boards were required to extract and transmit data from Child Care Service Delivery (CCSD) on the 27th of each month.

Boards were also instructed to submit the FPIL report on the 27th of each month to the Texas Workforce Commission (Commission).

The child care data entry forms, which can be accessed on the Commission’s Intranet site, and are used to report the previous month’s performance numbers, are due by the close of business on the 10th of each month.

This WD Letter provides new information that supersedes WD Letter 17-00. Therefore, WD Letter 17-00 is rescinded and replaced by this WD Letter.

PROCEDURES:

Effective immediately, the Commission is assuming many of the child care data extract responsibilities previously required of Boards. However, even though they are no longer required to collect and extract the data outlined below, Boards must continue to submit appropriate child care data, according to the revised procedures detailed in this WD Letter.

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A. Collecting data:

Because the Commission now has the capability of obtaining child care extract information, federal demographic reporting information, and FPIL reports at the State level, Boards are no longer required to submit child care extract information or FPIL reports.

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The new collection procedures are as follows:

- Beginning at noon on the 27th of each month, the Commission will extract federal demographic information from each Board’s CCSD application. If the 27th falls on a holiday or weekend, the extract will be completed the next working day. Federal extract information does not affect performance calculations.
- After the close of business on the 27th of each month, the Commission will extract performance data for the number of children served.

B. Reporting data:

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By the 27th of each month, Boards must upload and pay the claims for direct child care using the CCSD to the Budget and Payment Application (BAPA).

- Line-item rejections, whole-bill rejections, or claims not processed by the 27th will be captured in the next month's extract of performance data, and will be added to the end-of-year total.
- All line-item rejections, additional billings, and whole-bill rejections must be cleared and/or processed before the BAPA end-of-year shutdown in order to be counted in Board performance calculations. For details, see WD Letter 11-02, issued April 2, 2002, and entitled "New Time Frames and Procedures for Child Care Billings, Line-Item Rejections, and Service-Year Budget and Payment Application Entries."

By the 10th of each month, Boards must:

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- Complete the Child Care Monthly Data Report form, which may be accessed at: http://intra/intranet/wf_cc/html/CCMSform1.html. If the deadline date falls on a weekend, Boards must provide the information on the next business day;
- Report the number of child care providers meeting TRS criteria and the number of child care providers trained; and
- Enter the information by the required dates on the Monthly Data Report form, or the report will show zeros for the Board's current month's performance, and will impact the Board's year-to-date average calculations.

ACTIONS REQUIRED:

Boards must ensure that appropriate staff are apprised of and comply with the requirements in this WD Letter.

INQUIRIES:

Direct inquiries to Child Care Services at (512) 936-3137 or childcare.programassistance@twc.state.tx.us.

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| Rescissions: WD 17-00 | Expiration: Continuing |
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