

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 11-02, Change 1

Date: March 26, 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: New Time Frames and Procedures for Child Care Billings, Line-Item Rejections, and Service-Year Budget and Payment Application Entries:
Change to Time Frame for Service-Year Budget and Payment Application Entries

PURPOSE:

To inform the Local Workforce Development Boards (Boards) of the new service-year cutoff date for submission of billings through the Budget and Payment Application (BAPA).

REFERENCE:

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"

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.

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 guidance or recommended practices with a “Local Flexibility” rating are indicated by the acronym, **LF**, located in the margin to the right of the applicable paragraph. Additionally, guidance or recommended practices with a “Local Flexibility” rating are indicated by “may” or “recommend.”

Boards are not subject to corrective action for failure to comply with guidance or recommended practices with a “Local Flexibility” rating.

BACKGROUND:

WD Letter 11-02, dated April 2, 2002, informed Boards that in order to receive payment, all billings must be submitted through BAPA by the 75th day following the end of the fiscal year.

This letter notifies Boards of the new cutoff date for billings through BAPA. All other information in WD Letter 11-02 remains current.

PROCEDURES:

Beginning with Fiscal Year 2003 (FY’03), Boards must submit through BAPA all billings for services in a given fiscal year no later than the **60th day** following the end of the fiscal year. The Texas Workforce Commission (Commission) shall not be responsible for any billings submitted after that date, and the corresponding units of care shall not count toward the Board’s or Commission’s performance.

NLF

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 Program Assistance at (512) 936-3137 or childcare.programassistance@twc.state.tx.us

Rescissions: None	Expiration: Continuing
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