

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 18-04

Date: March 15, 2004

Key Word: Child Care/
Charitable Choice

To: Local Workforce Development Board Executive Directors
Commission Executive Staff
Integrated Service Area Managers
Commission Local Offices

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

Subject: Changes to the Child Care Service Delivery Application and Its
Relationship to the Charitable Choice Quarterly Report

PURPOSE:

To provide Local Workforce Development Boards (Boards) with revised provider status codes and information regarding the new Charitable Choice Type field that have been added to the Child Care Service Delivery (CCSD) application, and to ensure that Boards accurately code child care providers in the CCSD application as:

- community-based organizations (CBOs);
- faith-based organizations (FBOs); or
- not applicable (N/A).

REFERENCE:

WD Letter 33-00, Change 1, issued September 29, 2003, and entitled “Charitable Choice Quarterly Report: Updated Procedures”

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 33-00, Change 1 provided updated procedures for completing the Charitable Choice Quarterly Report (CCQR). A subsequent review of child care facility names and corresponding codes in the CCSD application revealed that some Boards were not correctly identifying and entering FBO and CBO providers in the CCQR.

To address this issue, the following changes have been made to the CCSD application:

- Provider status codes have been updated to eliminate obsolete and unnecessary indicators.
- Some of the remaining indicators have been renamed to better meet the reporting requirements of the Texas Workforce Commission and Boards.
- A new field named Charitable Choice Type was added to the provider information screen.

This WD Letter supercedes and rescinds WD Letter 52-03, issued December 1, 2003, and entitled “Changes to the Child Care Service Delivery Application and Its Relationship to the Charitable Choice Quarterly Report.” WD Letter 52-03 updated provider status, owner, and provider category codes and eliminated the need for Boards to manually enter child care providers in the CCQR.

PROCEDURES:

To ensure that the CCQR accurately reflects FBO and CBO providers, Boards must identify whether a child care provider is an FBO or CBO using the new Charitable Choice Type field. This eliminates the need to manually enter child care provider information in the CCQR. The default selection in this field is “N/A.”

NLF

When identifying an FBO provider, Boards may refer to the following definition from the U.S. Department of Health and Human Services:

LF

Faith-based organizations (FBOs) are religious or religiously affiliated organizations, including religious congregations (such as churches, synagogues, temples or mosques), affiliates of national religious organizations, and independent religiously inspired or expressly religious service organizations. Some examples of faith-based organizations meeting this definition are Catholic Charities, Jewish Family Services, Young Men’s

Christian Association (Y.M.C.A.), The Salvation Army, and Gospel Rescue Ministries.

NLF

Effective immediately, Boards must ensure that appropriate staff uses the following provider status, owner, and provider category codes and charitable choice types in the CCSD application.

NOTE: Provider Status Code 2 (formerly “Regular Provider”) is now “Provider With Agreement,” and Provider Status Code 3 (Faith-Based Provider) was removed. All current records coded under Provider Status Code 3 have been changed to Provider Status Code 2.

Provider Status Codes

2. Provider With Agreement
4. Self-Arranged Child Care

Owner Codes

1. Governmental entity
2. Private, non-profit
3. Private, for-profit
4. Partnership-limited
5. Partnership-general
6. Sole proprietor/individual

Provider Category Codes

1. Licensed center
2. Licensed child care home
3. Registered child care home
4. Unregulated relative self-arranged care

Charitable Choice Type

1. CBO
2. FBO
3. N/A

To verify the accuracy of the CCSD application codes for providers in their local workforce development areas, Boards may contact childcare.applicationassistance@twc.state.tx.us.

LF

ACTIONS REQUIRED:

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

INQUIRIES:

Direct CCSD application inquiries to Debbie Athey at (512) 463-8004 or childcare.applicationassistance@twc.state.tx.us.

Direct Charitable Choice reporting inquiries to Janie Young at (512) 936-0469 or janie.young@twc.state.tx.us.

Rescissions: WD Letter 52-03	Expiration: Continuing
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