

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 22-07

Date: May 9, 2007

Keyword: Child Care

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



From: Laurence M. Jones, Director, Workforce Development Division

Subject: **Child Care: Reporting Quality Improvement Nondirect Activities
Using the Child Care and Development Fund**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with requirements for reporting the use of Child Care and Development Fund (CCDF) funds for nondirect care quality improvement activities.

REFERENCE:

WD Letter 36-06, issued May 31, 2006, and entitled "Quality Improvement Activities and Graduated Reimbursement Rates"

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 36-06 provides Boards with guidance on implementing the Texas Workforce Commission’s (Commission) Chapter 809, Child Care Services, rules regarding quality improvement activities and graduated reimbursement rates. These rules outline the allowable quality activities that Boards may engage in using their CCDF-allocated funds. To ensure that any CCDF funds expended on quality activities comply with the Chapter 809 rules, a Child Care and Development Fund Quality Improvement Nondirect Activities Quarterly Report (quarterly report) has been developed. Attachment 1 provides a sample blank quarterly report and sample completed quarterly report. This WD Letter provides Boards with requirements for reporting the use of CCDF funds for nondirect care quality improvement activities on the quarterly report.

PROCEDURES:

Boards must adhere to the following reporting requirements when tracking expenditures for nondirect care quality improvement activities.

NLF

Upon receipt of the cumulative expenditures for the last month of each quarter (as reported in the Cash Draw and Expenditure Reporting system), the Commission’s Contract Management department will e-mail the quarterly report.

Each Board that has expended funds for nondirect care quality improvement activities must identify the CCDF-funded activities, in accordance with the Board’s approved plan, and provide the following information on the quarterly report:

NLF

- Total funds expended in the quarter for nondirect quality care;
- Concise, narrative description of each activity, by applicable category;
- Status (e.g., in progress or completed) for each activity during the reporting period;
- Projected or actual end date; and
- Expected outcome.

Boards must submit the completed quarterly report to their assigned senior contract manager no later than 30 days after receipt of the e-mailed quarterly report.

NLF

ACTIONS REQUIRED:

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

INQUIRIES:

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

ATTACHMENT:

Attachment 1: Child Care and Development Fund Quality Improvement
Nondirect Activities Quarterly Report

Rescissions: None	Expiration: Continuing
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