

Effective immediately, Boards must use the updated CCQR. All columns must be completely filled out. The CCQR must be e-mailed to charitable.choice@twc.state.tx.us on or before the due date. If a Board cannot meet the due date, the Charitable Choice liaison must notify charitable.choice@twc.state.tx.us.

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Instructions for Designating a Charitable Choice Liaison

Boards must designate a Charitable Choice liaison to be responsible for completing and submitting the CCQR on time. Boards must notify the Commission of the designee's name. If there is a personnel change, the Board must designate another liaison, and notify the Commission of the new designee's name.

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Definitions and Terms

Boards must be aware of the following definitions and terms:

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Texas Labor Code §303.001 (2002):

- (2) "Community-based organization" means a private nonprofit organization, including a development corporation and faith-based organization, that:
- (A) provides for education, vocational education, rehabilitation, job training, or internship services or programs; and
 - (B) is exempt from the payment of federal income taxes under Section 501(a) of the Internal Revenue Code of 1986, and its subsequent amendments, by being listed as an exempt entity under Section 501(c)(3) of that code.

Texas Labor Code §309.001 (2002):

- (1) "Community-based organization" means **a private nonprofit organization** that is representative of a community or a significant segment of a community and that provides education, vocational education or rehabilitation, job training, or internship services or programs. The term includes a neighborhood group or organization, community action agency, community development corporation, union-related organization, employer-related organization, faith-based organization, tribal government, or organization serving Native Americans.

Workforce Investment Act, §101 (1998):

- (7) Community-based organization: The term "community-based organization" means a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

The relationship a Board has with a faith-based organization or community-based organization is defined by the following terms:

- Informal: No written agreement between the parties. Generally, informal referrals and services are not paid with Commission funds.
- Contract: Services are contracted out (financial). This includes child care providers with agreements and quality contractors.
- MOU: Memorandums of Understanding are written agreements (nonfinancial).
- Vendor: Agreements for services such as self-arranged, regulated child care (financial).

NOTE: Child care services are generally classified as “Vendor” or “Contract.” However, if a Board has an informal arrangement with a private, nonprofit child care organization, the Board must indicate what services are provided under the “Services Offered” section of the CCQR. For example, a Board or a child care contractor may have informally agreed to or arranged to refer applicants that would otherwise be on a waiting list for a specific faith-based or community based-organization that provides services that are not paid for with Commission funds.

Additionally, Boards must:

- Develop and use appropriate internal methods to record their coordination, participation, and integration with faith-based, nonprofit community-based and private nonprofit organizations for quarterly reporting to the Commission; and
- Compile and submit the CCQR by e-mail according to the following schedule:

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Report	Due Date:
1 st Quarterly Report (January, February, March)	April 10
2 nd Quarterly Report (April, May, June)	July 10
3 rd Quarterly Report (July, August, September)	October 10
4 th Quarterly Report (October, November, December)	January 10

If the 10th of the due date month falls on a Saturday or Sunday, Boards must submit the CCQR by the following Monday.

ACTIONS REQUIRED:

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

INQUIRIES:

Direct inquiries to charitable.choice@twc.state.tx.us.