

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 48-03

Date: November 18, 2003

Key Word: Child Care

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: Child Care: Race and Ethnicity Modifications to the Child Care Service Delivery Application

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and procedures regarding:

- modifications to the Client, Family Member, and Parent/Caretaker data entry screens in the Child Care Service Delivery (CCSD) application; and
- revisions to the forms used to collect ethnicity and race information for entry into the CCSD application.

REFERENCE:

Office of Management and Budget, Data on Race and Ethnicity, "Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity"
(*Federal Register* Notices, October 30, 1997)

United States Department of Health and Human Services, Child Care and Development Fund, 45 CFR 98.70 and 98.71

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

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:

The Client, Parent/Caretaker, and Family Member data entry screens in the CCSD application are used to track information about children who receive child care services and their parents, guardians, and other family members. The Texas Workforce Commission uses this information, which includes race and ethnicity, for federal reporting purposes.

The Office of Management and Budget (OMB) has revised its standards for racial and ethnic classification. In order to comply with these standards, the CCSD application has been modified to include data fields for both ethnicity and race. This allows Boards to differentiate between an individual’s race and ethnicity and accommodates multiple racial origins. Forms 2510 and 2050 have also been revised to reflect the new standards.

PROCEDURES:

Boards must ensure that the CCSD executable files are installed upon release so that race and ethnicity data can be collected and reported according to OMB standards. Child Care Automation will distribute the files to Boards the week of December 1, 2003. Once installed, the files will automatically update the Client, Parent/Caretaker, and Family Member data entry screens as follows:

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Collecting Ethnicity Data

OMB standards require two categories of ethnicity: “**Hispanic or Latino**” or “**Not Hispanic or Latino.**” The Client, Family Member, and Parent/Caretaker screens in the CCSD application will contain a required “**Hispanic or Latino**” field. The OMB definition of Hispanic and Latino will appear in a pop-up message box when the cursor is moved over the ethnicity selection field.

When entering new records in the CCSD application, Boards must select “Yes” or “No” in the “**Hispanic or Latino**” field depending on whether individuals identify themselves as Hispanic or Latino.

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Collecting Race Data

OMB standards require five categories of race: “**American Indian or Alaskan Native,**” “**Asian,**” “**Black or African American,**” “**Native Hawaiian or Other Pacific Islander,**” and “**White.**” The Client, Family Member, and Parent/Caretaker screens in the CCSD application will contain the five OMB required classifications for race and an additional field labeled “**Unknown.**” OMB definition(s) for the race categories will appear in a pop-up message box when the cursor is moved over the race selection fields.

Boards must follow the steps below when entering new records in the CCSD application:

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- Select race classification(s) based on how individuals have identified themselves; and
- Select at least one race classification per individual. Multiple selections for race are allowed except when “**Unknown**” is selected. If “**Unknown**” is selected, all other race options will be unselected.

“**Unknown**” may be selected if an individual does not indicate a particular race.

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Forms

Form 2510, “Notification of Child Care Eligibility,” and Form 2050, “Application and Eligibility Certification for Services,” have been modified to reflect OMB’s racial and ethnic categories. Both forms are available on the Intranet, in the Forms section. Form 2510 is located under Employment Services, and Form 2050 is located under Child Care.

The CCSD application will generate a completed Form 2050 after appropriate staff has entered data in the CCSD data entry screens. The CCSD-generated version of the 2050 has also been modified to reflect the OMB requirements.

If Boards use the Texas Workforce Commission’s Forms 2510 and 2050, they must use the most recent versions to collect race and ethnicity data. If Boards have developed their own Forms 2510 and 2050, they must modify those forms and any other forms used to collect race and ethnicity data to comply with OMB standards.

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Boards may access specific information regarding OMB standards for maintaining, collecting, and presenting data on race and ethnicity at <http://www.census.gov/population/www/socdemo/race/Ombdir15.html>

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INQUIRIES:

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

ATTACHMENTS:

- Attachment 1: Client, Parent/Caretaker, and Family Member Data Entry Screen Shots
- Attachment 2: OMB Race and Ethnicity Definitions

Rescissions: None	Expiration: Continuing
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Client, Parent/Caretaker, and Family Member Data Entry Screen Shots

Client Data Entry Screen

Case/Client Subsystem
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Case Information **Client** Parent/Caretaker Family Members

Client Name: Client Number
(Last) (First) (MI)

Relationship To Case: Date Of Birth: SSN:

Ethnicity: Hispanic or Latino Yes No Client Type: Sex:

Race: White Black or African American American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander Asian Unknown

Characteristic(s):

Eligibility Starts: Transitional End Date:
Ends:

Monthly Income:

School Name: Phone:

Address: Map ID: Col: Row:

City: State: Zip:

Client Identification:

Client Registration NO:

Inactive Comment:

Needs
Fund/Referral
History
Status
Forms
Time In Care

Client, Parent/Caretaker, and Family Member Data Entry Screen Shots

Parent/Caretaker Data Entry Screen

Case/Client Subsystem
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Case Information Client **Parent/Caretaker** Family Members

Head Of Household Name: SSN:
(Last) (First) (MI)

SAVERRR NO: Sex: Marital Status:

Relationship To Case: Date Of Birth: Handicap Code:

Ethnicity: Hispanic or Latino Yes No

Race: White Black or African American American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander Asian Unknown

Occupation: Phone:

Employer Name: Map ID: Column: Row:

Address: County:

City:

State: Zip: Inactive Comment:

Monthly Income For Determining Eligibility:

Estimated Monthly Parent Fee: (One child)

(2+ children)

Gross Yearly Income:

Number In Household:

Eligibility Code:

Select Income Sources That Apply

Employment Income Food Stamps

Child Support Housing Assistance

TANF Other Federal (SSI)

Client, Parent/Caretaker, and Family Member Data Entry Screen Shots

Family Member Data Entry Screen

Case/Client Subsystem
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Case Information Client Parent/Caretaker **Family Members**

Case NO: Case Name:

Name:
(Last) (First) (MI)

Ethnicity: Hispanic or Latino Yes No

Race: White Black or African American American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander Asian Unknown

SSN:

Date Of Birth: Sex:

Relationship To Case:

Monthly Income:

TWC Group Status Code:

Non TWC:

Inactive Comment:

Office of Management and Budget Definitions for Race and Ethnicity

Ethnicity Classification(s)

- **Hispanic or Latino**—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race Classifications

- **American Indian or Alaskan Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian**—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American**—A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander**—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Samoa, or other Pacific Islands.
- **White**—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.