



WORKFORCE SOLUTIONS
of the Coastal Bend

Child Care Services Committee Meeting

September 1, 2020
3:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/82879168892?pwd=TnFQZmZiZmZlZGlhcEZqaTVETEcVUT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 828 7916 8892

Passcode: 350298

www.workforcesolutionscb.org

Strategic Goals

- Establish and Strengthen Partnerships
- Effectively/Efficiently Target Rural Area Services
- Increase Workforce Awareness
- Expand Innovative Services to Business
- Explore New Revenue Opportunities
- Improve Internal Efficiencies
- Refine Board Culture

Mission Statement

At Workforce Solutions of the Coastal Bend, we invest in our regional economic success through access to jobs, training, and employer services.

Value Statement

Accountability – We address our customers and co-workers in a positive manner that elevates their spirit and creates a professional, supportive workplace for staff, job seekers, and employers.

Teamwork – We combine our individual talents for the benefit of the mission and common goals leveraging our unique abilities and contributions.

Trust – We consistently deliver on our commitments to our customers and co-workers to establish strong, sustainable relationships.

Integrity – We are honest, supportive, candid in addressing difficult issues, and willing to share success to demonstrate respect and consideration for our customers and co-workers.

Tenacity – We resist giving up when the going gets tough and support our customers and co-workers in seeing that issues are resolved and the job gets done.

Understanding – We are serious and passionate about delivering our services with compassion and empathy.

Dignity – We interact with customers and co-workers professionally regardless of their backgrounds, experience, and circumstances to reflect our commitment as public servants.

Enthusiasm – We recognize the importance and value of our work and know that every day we have the opportunity to help build the economic success of our regional economy.

Disclosure and Declaration of a Conflict of Interest

Conflicts of Interest and the appearance of Conflicts of Interest shall be reported according to Board Administrative Policies #1.0.101.00 - Standards of Conduct and Conflict of Interest; and #1.0.105.00 - Reporting Conflict of Interest, Fraud, and Abuse, which were adopted by the Board of Directors on April 26, 2007.

Conflict of Interest – A circumstance in which a Board Member, Board employee, Contracted Provider, or Contracted Provider's employee is in a decision-making position and has a direct or indirect interest, particularly a financial interest, that influences the individual's ability to perform job duties and fulfill responsibilities.

Appearance of a Conflict of Interest – A circumstance in which a Board Member, Board employee, Contracted Provider, or Contracted Provider's employee's action appears to be:

- influenced by considerations of one or more of the following: gain to the person, entity, or organization for which the person has an employment interest, substantial financial interest, or other interest, whether direct or indirect (other than those consistent with the terms of the contract), or;
- motivated by design to gain improper influence over the Commission, the Agency, the Board, or the Board's Chief Elected Officials.

Code of Ethics

The Workforce Solutions Code of Ethics is a guide for dealing with ethical matters in the workplace and in our relationship with our clients and members of the community.

- We believe in respect for the individual.
- We believe all persons are entitled to be treated with respect, compassion and dignity.
- We believe in openness and honesty in dealing with the general public, the people we serve, and our peers.
- We believe in striving for excellence.
- We believe in conducting ourselves in a way that will avoid even the appearance of favoritism, undue influence or impropriety, so as to preserve public confidence in our efforts.



Child Care Services Committee Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/82879168892?pwd=TnFQZmZiZmZlZGlhcEZqaTVVETU09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 828 7916 8892

Passcode: 350298

September 1, 2020 – 3:00 pm

AGENDA

	<i>Page</i>
I. Call to Order: <i>Marcia Keener, Chair</i>	
II. Roll Call.....	2
III. Announcement on Disclosure of Conflicts of Interest <i>Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.</i>	
IV. Public Comments	
V. Discussion and Possible Action on Minutes of the May 5, 2020 Child Care Services Committee Meeting.....	3-5
VI. Organizational/Operational Update from President/CEO or COO: <i>Ken Trevino or Amy Villarreal</i>	
VII. Discussion and Possible Action on Policy #4.3.100.05 – Child Care Eligibility.....6 1. Policy #4.3.100.05 – Child Care Eligibility.....	7-14
VIII. Discussion and Possible Action on the Purchase of Outdoor Learning Environments.....	15-17
IX. Information Only: 1. Summary of Child Care Performance for the Third Quarter of BCY 2020: <i>Denise Woodson</i>	18
2. Summary of Child Care Performance for the Months of July and August of the Fourth Quarter of BCY 2020: <i>Denise Woodson</i>	19-24
3. Impact of COVID – 19 Pandemic Public Health Crisis on Child Care Centers – (Closures): <i>Denise Woodson</i>	25
4. COVID-19 Pandemic – Parent Share of Cost (PSC) Fees: <i>Denise Woodson</i>	26
5. COVID-19 Essential Worker Emergency Child Care Services and Enrollment: <i>Denise Woodson</i>	27
6. Cleaning Supplies distribution Update: <i>Denise Woodson</i>	28

A proud partner of the  American Job Center network

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7-1-1 (voice)

7. Provider Responses from Listening Sessions: *Christina Miller*.....29

X. Adjournment

Note: Except for expressly authorized closed sessions, meetings, discussions, and deliberations of the Board or Committees will be open to the public. Voting in all cases will be open to the public. Board members are advised that using personal communication devices to discuss Committee and Board business during the meeting may be a violation of the Texas Open Meetings Act. Such communications also may be subject to the Texas Public Information Act.

Closed Session Notice. PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

**Child Care Services Committee
Roll Call Roster
September 1, 2020**

_____ Marcia Keener, Chair

_____ Cleo Rodriguez, Jr., Vice Chair

_____ Mary Afuso

_____ Mary Gleason

_____ Sara Garza

_____ Marc Puig

_____ Catrina Wilson

_____ Ed Sample

Signed

Printed Name

MINUTES

Workforce Solutions of the Coastal Bend - Child Care Services Committee Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81034644570?pwd=NIkxNHVkwU8vQ1BVNk1zYmJXeTVUZz09>

Toll-Free Call In

833 548 0282 US Toll-free

Meeting ID: 810 3464 4570

Password: 537540

May 5, 2020 – 3:00 pm

Committee Members

Present

Marcia Keener, Chair

Mary Gleason

Sara Garza

Catrina Wilson

Ed Sample

Other Board Members Present:

Gloria Perez

Absent

Cleo Rodriguez, Jr., Vice
Chair

Mary Afuso

Marc Puig

Others Present

Ken Trevino, Workforce Solutions

Amy Villarreal, Workforce Solutions

Shileen Lee, Workforce Solutions

Denise Woodson, Workforce Solutions

Christina Miller, Workforce Solutions

Vicki Stonum, Workforce Solutions

Paula Trevino, Workforce Solutions

Valerie De La Cruz, WS

Larry Peterson, Workforce Solutions

Heather Cleverley, WS

Janet Neely, Workforce Solutions

Neil Hanson, BakerRipley

Kenia Dimas, BakerRipley

Isabel Gonzales, BakerRipley

I. Call to Order

Ms. Keener called the meeting to order at 3:00 pm.

II. Roll Call

The roll was called and a quorum was present.

III. Announcement on Disclosure of Conflicts of Interest

Attention was called to the Disclosure and Declaration of Conflict of Interest guidelines, and disclosures were requested at this time. None were made.

IV. Public Comments

There were no public comments.

V. Discussion and Possible Action on Minutes of the February 4, 2020 Committee Meeting

Ms. Wilson moved to approve the minutes of the February 4, 2020 Child Care Services Committee meeting. The motion was seconded by Dr. Gleason and passed.

VI. Information Only:

1. *Summary of Child Care Performance for the Months of January and February of the Second Quarter of BCY 2020*

Ms. Woodson provided a summary of Child Care performance for the months of January and February of the second quarter of BCY 2020 (included on pages 5-9 of the May 5 agenda packet).

2. *Impact of COVID-19 Pandemic Public Health Crisis on Child Care Services (CSS) Program Providers and Customers*

Ms. Woodson provided an update on the impact of COVID-19 Pandemic public health crisis on Child Care Services (CSS) Program providers and customers (included on page 10 of the May 5 agenda packet). Ms. Woodson provided a Child Care Programs COVID-19 Pandemic Timeline PowerPoint.

3. *COVID-19 Pandemic – Parent Share of Cost (PSC) Fees*

Ms. Woodson provided information on COVID-19 Pandemic – Parent Share of Cost (PSC) fees (included on page 11 of the May 5 agenda packet). Ms. Woodson stated Workforce Solutions of the Coastal Bend will continue to waive Parent Share of Cost (PSC) fees for all families participating in its Child Care Services (CCS) program during May 2020. Ms. Woodson provided a Child Care Programs COVID-19 Pandemic Timeline PowerPoint.

4. *COVID-19 Pandemic – Supplemental Parent Share of Cost (PSC) Fees to Child Care Providers*

Ms. Woodson provided information on COVID-19 Pandemic – Supplemental Parent Share of Cost (PSC) fees to child care providers (included on page 12 of the May 5 agenda packet). Ms. Woodson stated child care providers will receive the full subsidy Parent Share of Cost (PSC) amount in their regular reimbursement payments beginning with the service month of May 2020. Ms. Woodson provided a Child Care Programs COVID-19 Pandemic Timeline PowerPoint.

5. *COVID-19 Essential Worker Emergency Child Care Services and Enrollment Application*

Ms. Woodson provided information on COVID-19 Essential Worker Emergency Child Care Services and enrollment application (included on page 13 of the May 5 agenda packet). Ms. Woodson provided a handout on Workforce Solutions of the Coastal Bend COVID-19 Essential Worker Child Care Enrollment Form.

6. *COVID-19 Pandemic Attendance Tracking Collection*

Ms. Woodson provided information on COVID-19 Pandemic attendance tracking collection (included on page 14 of the May 5 agenda packet). Ms. Woodson stated the attendance tracking collection was utilized for providers to track the attendance of the children during the pandemic. Ms. Woodson included the attendance tracking collection is submitted weekly.

7. *Frontline Child Care Availability Portal*

Ms. Miller provided information on Frontline Child Care Availability Portal (included on page 15 of the May 5 agenda packet). Ms. Miller stated the Frontline Child Care Availability Portal was designed for essential worker parent to visit one website and find available child care vacancies.

8. *COVID-19 Pandemic Child Care Survey Responses*

Ms. Miller provided information on COVID-19 Pandemic Child Care Survey Responses (included on page 16 of the May 5 agenda packet).

9. *Update on Texas Rising Star (TRS) Program Activities during the COVID-19 Pandemic*

Ms. Trevino provided an update on Texas Rising Star (TRS) Program Activities during the COVID-19 Pandemic (included on page 17 of the May 5 agenda packet). Ms. Trevino provided learning resources and virtual learning links for providers.

Ms. Keener expressed how proud she was of the way staff, contractors and everyone has worked together to continue business that is so face to face as virtually as possible and still be able to deliver services to all of our consumers. Ms. Keener thanked everyone for their creativity and the willingness to think out of the box.

Ms. Villarreal recognized the team for being an amazing team that has pulled together to get the job done.

Ms. Garza thanked everyone for all the great information.

Mr. Trevino expressed his appreciation of Ms. Keener and board members for their time. He stated it has been discussed over the years what an incredible team Workforce Solutions of the Coastal Bend has in place. Mr. Trevino mentioned in a time like this you really see how strong your team is and it is truly amazing. Everyone has pulled together and understand that the heavy lifting for Workforce Development is still in front of us as an organization. Mr. Trevino mentioned that would be discussed at the Executive/Finance Committee and Board of Directors meeting. He thanked the team and expressed appreciation for their hard work, dedication, and their loyalty to our mission. Mr. Trevino stated it is amazing what can be done remotely, and we are finding these efficiencies in the organization that he thinks we will be able to carry forward with us in perpetuity. Mr. Trevino thanked everyone and mentioned he looks forward to the time when we are back together. He stated we consider ourselves a Workforce Development family and this is an extension of our family. Mr. Trevino stated his prayers are with everyone, board members and all volunteers. He informed the board members he has been speaking with Chair Perez almost daily on what is going on. Mr. Trevino welcomed the board members to feel free to attend the committee meetings. He thanked the board members for their dedication as a volunteer during this critical time in our industry as a community.

VII. Adjournment

The meeting adjourned at 4:07 pm.

DISCUSSION AND POSSIBLE ACTION

VII. Review of Policy #4.3.100.07 – “Child Care Eligibility”

BACKGROUND INFORMATION

In June 2020, the Texas Workforce Commission (TWC) issued guidance informing Boards that they have the flexibility to implement local transfer policies, in accordance with TWC rule §809.13 (c) (10), specifically, that Boards may implement a transfer policy specific to COVID-19 infection, or a transfer policy that more broadly applies to all parents.

Workforce Solutions of the Coastal Bend (WFSCB) *immediately* implemented a transfer policy that limited transfers from a provider who has closed due to the detection of or suspicion of COVID-19 infection. Since COVID-19 may be present and infectious for a period of time prior to the appearance of symptoms, a policy implementing a two-week waiting period following a child care program closure due to COVID-19 will help the unknowing and unintentional spread from one center to another.

Policy #4.3.100.07 - Child Care Eligibility, the section entitled “*Transfer to Another Eligible Provider*” is being revised to include verbiage regarding the implementation of a mandatory two-week (14 day) waiting period before a child who has either contracted or been exposed to COVID-19 may transfer from one child care provider to a “new” child care provider.

The Child Care Services Guide (March 2019) provides guidance and instruction for Workforce Development Boards (Boards) and their contractors on the child care services processes and ensures consistency in the provision of child care services. Policy #4.3.100.07 – “Child Care Eligibility” has been updated to reflect the appropriate changes as per the amended Chapter 809 Child Care Services Rules.

RECOMMENDATION

The Child Care Committee review Policy #4.3.100.07 – “Child Care Eligibility” and recommend to the Board of Directors approval of the revisions to ensure that Board and contractor staff are in compliance with and are adhering to the changes to the Chapter 809 Child Care Services Rules.



POLICY

CATEGORY: Workforce Programs - Childcare **No: 4.3.100.076**
TITLE: Child Care Eligibility
SUPERSEDES: 4.3.100.065, dtd ~~June 16, 2017~~ October 28, 2016
EFFECTIVE: September 18, 2020 ~~June 16, 2017~~
BOARD APPROVAL: September 17, 2020 ~~June 15, 2017~~
DATE OF LAST REVIEW: August 21, 2020 ~~June 1, 2017~~

I. PURPOSE:

To establish eligibility criteria to receive child care services.

II. DEFINITIONS:

Child- An individual who meets the general eligibility requirements contained in Chapter 809 Child Care Services. A child includes persons born to the parents, persons adopted by either or both parents, the person for whom the parents have legal responsibility granted by the court, or persons provided supervision and care by the parents.

Child Care Services - Child care subsidies and quality improvement activities funded by the Texas Workforce Commission.

Child Care Contractor-The entity or entities under contract with the Board to manage child care services. This includes contractors involved in determining eligibility for child care services, contractors involved in the billing and reimbursement process related to child care subsidies, and as well as contractors involved in the funding of quality improvement activities. ~~as described in §809.16.~~

Parent – An individual who is responsible for the care and supervision of a child and is identified as the child’s natural parent, adoptive parent, stepparent, legal guardian, or person standing in loco parentis (as determined in accordance with TWC Commission policies and procedures). Unless otherwise indicated, the term applies to a single parent or both parents.

Satisfactory Progress - Progressing satisfactorily as determined by the educational institution attended.

Suspension – A temporary interruption of child care services of ninety calendar days or less.

Teen Parent – An individual 18 years of age or younger, or 19 years of age and attending high school or the equivalent, who has a child.

III. POLICY STATEMENT:

Eligibility for At-Risk Child Care Services

A child is eligible for At- Risk child care services if the following conditions are met at initial eligibility determination and at eligibility redetermination(s):

- The child’s family income does not exceed the income limit established by the Board.
 - The child’s family income does not exceed 85 percent of the state median income (SMI).
 - Child care is required for the child’s parent to work or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single-parent family or 50 hours per week for a two-parent family.
-
- A Child’s General Eligibility for Child Care Services.

(a) Except for a child receiving or needing protective services as described in (D-700) §809.49, eligibility for subsidized child care services requires the following for a child to be eligible to receive child care services, at the time of eligibility determination or redetermination, the Board shall ensure that the child:

~~(1)~~ Meets one of the following age requirements:

The child is ~~(a)~~ be under 13 years of age; or

~~(b)~~ at the option of the Board, be is a child with disabilities under 19 years of age;

~~(2)~~(1) The child is Is a U. S. citizen or legal immigrant as determined under applicable federal laws, regulations, and guidelines; and

~~(3)~~(2) The child rResides with one of the following:

~~(a)~~ a family within the Board’s Local workforce development area (Workforce area):

~~(1)~~ whose income does not exceed the income limit established by the Board - ; which cannot income limit must not exceed 85 percent of the state median income (SMI) for a family of the same size - ; and

~~(2)(1)~~ _____ whose assets do not exceed \$1,000,000 as certified by a family member, and with parents who require child care in order to work or attend job training or an educational program,

~~(3)(2)~~ A family ~~or~~ that meets the definition of experiencing homelessness as defined in §809.41(a) ~~2~~

~~(b) parents who require child care in order to work or attend a job training or educational program; or~~

~~(e) A~~ A person standing in loco parentis for the child while the child's parent or parents are ~~is~~ on military

deployment and the deployed military parent's income does not exceed the Board's income limits ~~set~~

~~—forth in subparagraph (a) of this paragraph.~~

Priority for Child Care Services

- ~~• Consistent Section 98.46 (a) of with~~ the Child Care Development Fund (CCDF) regulations requires that states give priority of services to the following, the first priority group consists of ~~e~~Children of residing in families with very low income. ~~The second priority group consists of~~ echChildren with special needs, which may include any vulnerable populations as defined by the lead agency including eChildren experiencing homelessness.

First Priority Group – Mandatory

c

The first priority group is assured child care services and includes children of parents eligible for the following:

- Choices child care as referenced in the Child Care Guide Section D-300
- Temporary Assistance for Needy Families aApplicant child care as referenced in Section D-400
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E & T) child care as referenced in Section D-500
- At-Risk child care for former Choices child care recipients whose TANF benefits were denied or voluntarily ended within the last 12 months due to employment, timing out of benefits, or an earnings increase.
- ~~• Transitional child care as referenced in D-650~~

Child Care eligibility for non-CCDF funds (e.g. SNAP E&T, WIA, and other workforce programs funded by the Commission) shall be based upon the specific eligibility requirements for the specific program the parent is enrolled in.

Policy Title: Childcare Eligibility

Policy Number: 4.3.100.067-

Date: 4/26/2007

Updated: 08/21/2017

Second Priority Group – Subject to Availability of Funds

The second priority group is served subject to the availability of funds and includes, in the following order of priority:

- Children who need to receive protective services child care as referenced in Section D-700
- Children of a qualified veteran or qualified spouse as defined in §801.23
- Children of a foster youth as defined in §801.23
- Children experiencing homelessness as defined in Section A-100 and described in Section D-600
- Children of parents on military deployment as defined in Section A-100 whose parents are unable to enroll in military-funded child care assistance programs
- Children of teen parents as defined in Section A-100
- Children with disabilities as defined in Section A-100

Parent Eligibility Documentation Requirements

- Except for a child experiencing homelessness pursuant to §809.52 at initial eligibility, before a child can be initially determined or re-determined eligible for child care services and care authorized, parents must provide the Board's child care contractor with all information necessary to determine eligibility according to the Board's administrative policies and procedures.

A parent's failure to submit eligibility documentation will result in denial of child care services or termination of services at the 12-month eligibility redetermination period. Eligibility and documentation for child care shall be dependent upon the specific eligibility requirements of the program that the parent is enrolled in (e.g. SNAP E&T, WIA, CCDF, and other workforce programs funded by the Commission).

Certification or Training Programs

Parents participating in and attending a certification or training program at a community college or proprietary school must **complete** their chosen certification or training program's course requirements within that program's designated timeframe, i.e. one year, 18 months, or two years.

The one exception to this requirement is if the eligible child's parent is enrolled in an associate's degree program that will prepare the parent for a job in a high-growth, high-demand occupation (also known as "in-demand or target occupation") as determined by the Board. The eligible child's parent must inform the child care contractor of his/her enrollment in a high-growth, high-demand occupation associate's degree program upon initial eligibility determination for child care services.

Parents enrolled in a Board identified high-growth, high-demand occupation training or certification program will be allowed to receive child care services for up to a maximum of four years.

Parents who have just begun their current educational program (are in the first year of a four degree program) and who are in their initial eligibility determination for child care services may receive child care services for ***up to a maximum total of five (5) years or 130 college credit hours (whichever is obtained first)***.

Parents who are in the process of completing an educational program during their initial eligibility determination for child care services, i.e. 30, 40, 50, or more college credit hours may receive child care services based on the length of time needed to complete their chosen educational program, ***not to exceed a maximum of four (4) years or 130 college credits (whichever is obtained first)***.

Parents participating in an educational or training program must **be continuously enrolled and must** maintain a grade point average (GPA) of at least a 2.0 and continued enrollment (each successive school semester) in an educational or training program shall be the measure used to determine satisfactory progress toward successful completion of a job training or educational program. Parents whose GPA falls below a 2.0 shall be given one semester/quarter to reestablish the 2.0 GPA. Based on extenuating circumstances a waiver of one semester/quarter enrollment may be granted with prior approval of the Board.

Wait List Applications

During periods of closed enrollment, parents must complete a Wait List Application to have their child or children's names placed on the Wait List.

- the Contractor shall enter the child's -name onto the Wait List in the automated system. Parents must update their Wait List application every sixty (60) days to remain on the wait list.

Written Acknowledgement

Parents must sign a written acknowledgement indicating their understanding of the attendance standards and reporting requirements at each of the following stages:

- a. Initial eligibility determination
- b. Each eligibility redetermination

Income Requirement:

The Board is aware that unless otherwise required by federal or state law, a family's monthly income for purposes of determining eligibility and the related parent share of cost includes all income sources that are not excluded under section D-106 (see rule §809.44). Families whose income remains at or below the established income limits may continue to receive funded child care as long as the family remains eligible and funds are available.

Income and Family Size for Teen Parents

A teen parent's family income is based solely on the following:

- The teen parent's income
- The size of the teen parent's family as defined in section D-100: Eligibility for Child Care Services (see rule §809.50).

Transfer to Another Eligible Provider

- A parent may request a transfer to another eligible provider in writing or can submit the request over the phone.
- ~~Transfer requests, in writing or by telephone, must be made within 14 calendar days of the date of the notification.~~ Due to the infectious nature of COVID-19, effective immediately, if a child care facility closes due to an exposure or possible exposure, parents and children participating in the Child Care Development Fund (CCDF) Child Care Services (CCS) Program are required to complete a mandatory two-week (14 day) waiting period before a transfer request to a "new" child care provider will be granted.
- There are two types of transfers; voluntary and involuntary.

*A voluntary transfer request is a request by the parent to simply change providers. The parent **must not** be delinquent in the payment of parent share of cost fees to the current*

_____ provider. If the parent owes parent share of cost fees to the current provider, ***the transfer will not be granted until the parent has paid the current provider the parent share of cost fees owed.***

An involuntary transfer is a transfer request from the current provider whereby the current provider wants the child removed from their child care center due to safety reasons. This type of transfer will be granted.

- If during the 14 calendar days, the parent requests to transfer the child because the provider is on corrective or adverse action, then the transfer **must not** be counted against the parent under the Board's transfer policy.

Child Care During Interruptions in Work, Education, or Job Training

If a child met all of the applicable eligibility requirements for child care services on the date of the most recent eligibility determination or redetermination, the child is considered eligible and will receive services during the 12-month eligibility period, regardless of any of the following:



- Changes in family income, if the family income does not exceed 85percent of the state median income (SMI) for a family of the same size.
- Temporary changes in the ongoing status of the child’s parent as working or attending a job training or education program (as described in Section D-801).

Unreported Cessation of Work, Education, or Job Training

A permanent cessation of work, education, or training must be cause for termination of care. In this situation, child care must continue for a minimum of three months or up until the scheduled redetermination if sooner, to allow the parent to resume participation in an activity.

If a parent fails to report a cessation of work, education, or job training, but the discovery is made after the parent has already resumed participation in work, education, or job training, then care should continue.

If a parent does not report a permanent cessation of work, education, or training that has already exceeded three months and the Board contractor discovers that one has occurred, care must be terminated with proper notice to the parent. Prior to making a determination to end care, however, the Board contractor must verify that the parent has not resumed participation in any activity at any level. Unreported interruptions in participation exceeding three months are subject to fraud fact-finding.

If a parent has a temporary interruption in work, education, or job training activities child care will not be suspended for more than 90 calendar days from the documented effective date of the interruption of these activities.

Suspensions of Care During Interruptions in Activities

Suspensions of child care services during interruptions in parent’s work, training, or education status is allowed **only** at the parent’s concurrence. Parents may request one suspension per quarter (once every three (3) months) during the child’s eligibility or redetermination eligibility period. These suspension(s) must not exceed one week in duration.

Court Ordered Visitations

Child care may continue or be suspended, depending on the particular family and child care arrangements, for custody arrangements of short duration (for example, two weeks during the summer or one week a month) Childcare services in these situations ***may only be suspended at the***

concurrence of the parent (as described in section D-806). The court order regarding the court ordered visitation agreement must be on file with the child care contractor and the provider.

IV. PROCEDURES:

V. RELATED POLICY INFORMATION:

49 TAC 809

45 CFR

TWC WD Letter 34-08, dated August 26, 2008

TWC WD Letter 36-08, dated September 15, 2008

Workforce Solutions Child Care Standard Operating Procedures

Texas Workforce Commission (TWC) Child Care services Guide, March 2017

VI. RESPONSIBILITIES:

The Board's Director of Child Care Programs shall ensure that all relevant staff and the Contractor are informed of and comply with this policy.

The Contractor shall ensure that appropriate procedures are implemented and that relevant staff receive training regarding the requirements of this policy.

VII. FORMS AND INSTRUCTIONS:

Workforce Solutions of the Coastal Bend Child Care Standard Operating Procedures

VIII. DISTRIBUTION: Board Board Staff Contracted Staff

IX. SIGNATURES:

Reviewed by EO Officer

Date

Pres/CEO

Date

DISCUSSION AND POSSIBLE ACTION

VIII. Purchase of Outdoor Learning Environments

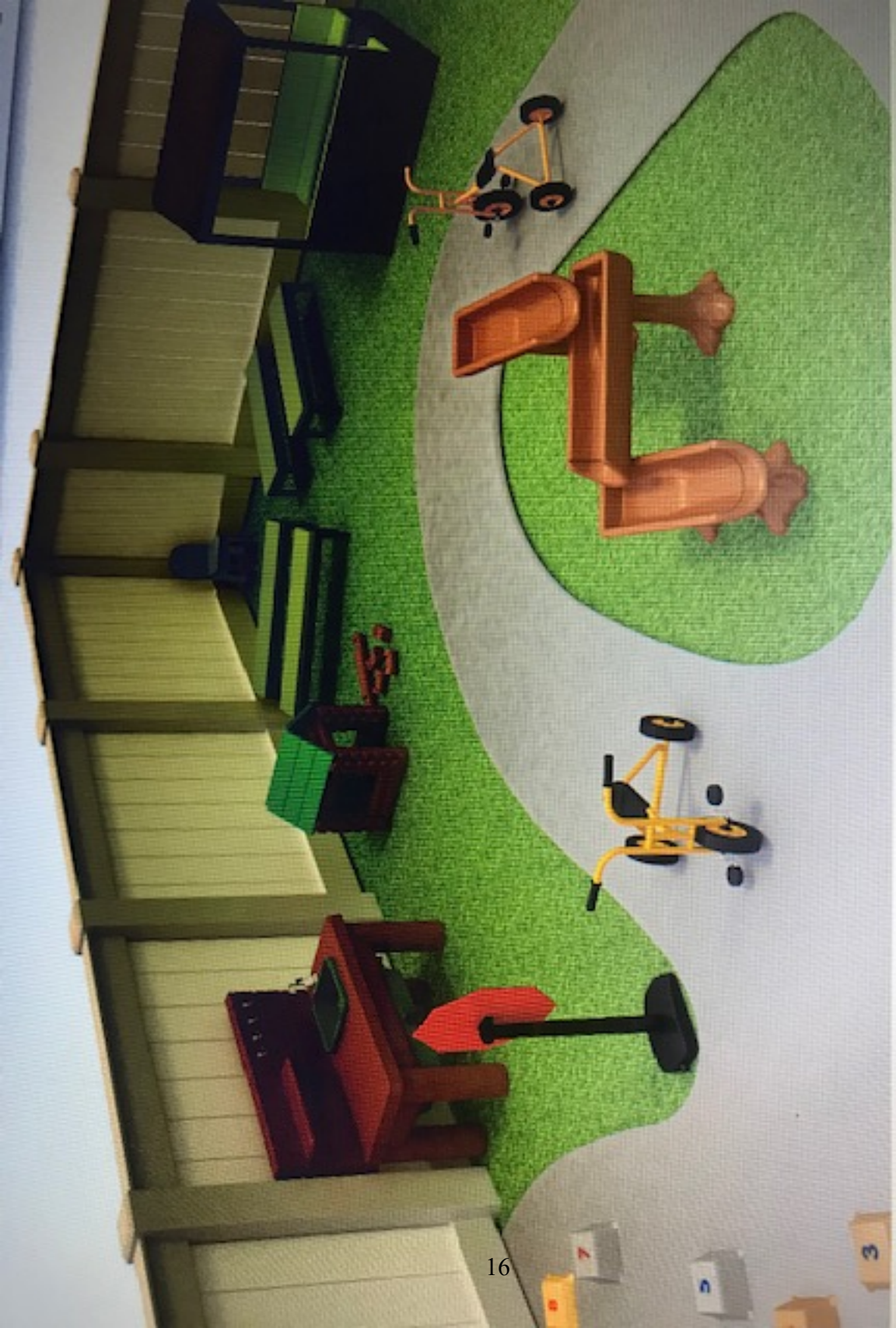
BACKGROUND INFORMATION

Learning environments (indoor and outdoor) are one of the areas in which child care centers who are designated as Texas Rising Star (TRS) certified must be observed in annually. The purpose of the outdoor learning environment is to serve as an extension of the indoor classroom. Outdoor learning environments are “outdoor” classrooms. Art, math, reading, and science learning objectives can be introduced to children in the child care center classroom and continued while the children are outside. These activities are called “Play with purpose”.

Board staff would like to purchase outdoor learning environments for 9 TRS child care centers located in Alice, Beeville, Corpus Christi, and Sinton, Texas. The outdoor learning environments will include designated areas for art, music, reading, science, basketball hoops, balance beams, and alphabet stepping stones. The estimated cost of the 9 outdoor learning environments will be \$154,455.66.

RECOMMENDATION

The Child Care Committee recommend to the Board of Directors the approval of the purchase of the 9 outdoor learning environments that will be placed at TRS certified child care centers in Alice, Beeville, Corpus Christi, and Sinton, Texas.





INFORMATION ONLY

IX - 1. Summary of Child Care Performance for the Third Quarter of BCY 2020

BACKGROUND

Board staff will summarize child care performance for the third quarter of BCY2020. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures.

INFORMATION ONLY

IX - 2. Summary of Child Care Performance for the Months of July and August of the Fourth Quarter of BCY 2020

BACKGROUND

Board staff will summarize child care performance for the months of July and August of the fourth quarter of BCY 2020. Attached are charts indicating actual enrollments expenditures, and monthly performance measures.

DISCRETIONARY FORECASTING PROFILE - FY 2020

	C - H				I	J	K	L	M	N	O	P	
	Average # of Children for the month (self count by eligibility characteristic)				Utilization Rate	Actual Units	Billable Days	Actual Expenses	Average Unit Cost	Remaining Projected Units	Remaining Projected Expenditures	Total Actual & Projected Expenditures	
	3 - Transitional	10 -Income Eligible	16 - Homeless	Total									
...	Oct-19	0	2,700	27	2,727	99.2%	62,198	23	\$ 1,142,779.00	\$ 18.37	-	\$ -	\$ 1,142,779
A c t u a l	Nov-19	0	2,685	22	2,707	97.1%	55,207	21	\$ 1,008,505.64	\$ 18.27	0	\$ 0	\$ 1,008,506
	Dec-19	0	2,789	26	2,815	96.0%	59,427	22	\$ 1,100,809.40	\$ 18.52	(0)	\$ (0)	\$ 1,100,809
	Jan-20	0	2,861	27	2,888	98.8%	65,596	23	\$ 1,229,408	\$ 18.74	-	\$ -	\$ 1,229,408
	Feb-20	0	2,967	26	2,993	100.4%	60,113	20	\$ 1,097,960	\$ 18.26	-	\$ -	\$ 1,097,960
	Mar-20	0	3,039	24	3,063	98.7%	66,532	22	\$ 1,280,346	\$ 19.24	-	\$ -	\$ 1,280,346
	Apr-20	0	3,048	23	3,071	100.4%	67,861	22	\$ 1,320,779	\$ 19.46	-	\$ -	\$ 1,320,779
	May-20	0	3,004	23	3,027	100.7%	63,982	21	\$ 1,517,365	\$ 23.72	-	\$ -	\$ 1,517,365
	Jun-20	0	2,690	21	2,711	97.8%	58,346	22	\$ 1,178,115	\$ 20.19	-	\$ -	\$ 1,178,115
	P r o j e c t e d	Jul-20	0	2,550	15	2,565	99.0%	0	23	\$ -	\$ 20.50	58,405	\$ 1,197,304
Aug-20		0	2,250	14	2,264	97.0%	0	21	\$ -	\$ 20.50	46,118	\$ 945,412	\$ 945,412
Sep-20		0	2,250	14	2,264	99.0%	0	22	\$ -	\$ 20.50	49,310	\$ 1,010,853	\$ 1,010,853
TOTALS / AVERAGE		0	2,736	22	2,758		559,262	262	\$ 10,876,067	\$ 19.67	153,833	\$ 3,153,569	\$ 14,029,637

Total Actual and Projected Expenditures

\$ 14,029,637

Total CCF Budget

\$ 7,353,028

Total CCM Budget

\$ 3,306,044

Total Direct Child Care Services Budget

\$ 10,659,071

Net Balance

\$ (3,370,565)

(Total "CC Services Budget" minus "Total Actual & Projected Expenditures")

Projected Average Number of Units Served

2,722

(Total of "Number of Actual + Projected Units / 12 months)

MANDATORY FORECASTING PROFILE - FY 2020

		C - F					I	J	K	L	M	N	O	P
		Average # of Children for the month (self count by eligibility characteristic)					Utilization Rate	Actual Units	Billable Days	Actual Expenses	Average Unit Cost	Remaining Projected Units	Remaining Projected Expenditures	Total Actual & Projected Expenditures
		1 - Choices	2 - Tanf Applicant	4 - SNAP E&T	15 - Former DFPS	Total								
Actual	Oct-19	123	0	0	142	265	98.8%	6,022	23	\$ 135,795	\$ 22.55	-	\$ -	\$ 135,795
	Nov-19	114	1	1	151	267	99.2%	5,560	21	\$ 126,365	\$ 22.73	-	\$ -	\$ 126,365
	Dec-19	114	1	3	155	273	100.5%	6,035	22	\$ 135,964	\$ 22.53	-	\$ -	\$ 135,964
	Jan-20	114	0	3	155	272	98.1%	6,140	23	\$ 140,644	\$ 22.91	-	\$ -	\$ 140,644
	Feb-20	109	0	3	133	245	100.5%	4,923	20	\$ 113,783	\$ 23.11	-	\$ -	\$ 113,783
	Mar-20	109	0	3	145	257	92.9%	5,253	22	\$ 124,557	\$ 23.71	-	\$ -	\$ 124,557
	Apr-20	100	0	3	154	257	102.9%	5,818	22	\$ 139,606	\$ 24.00	-	\$ -	\$ 139,606
	May-20	96	0	3	181	280	99.6%	5,858	21	\$ 141,709	\$ 24.19	-	\$ -	\$ 141,709
	Jun-20	80	0	3	162	245	92.9%	5,006	22	\$ 123,420	\$ 24.65	-	\$ -	\$ 123,420
Projected	Jul-20	70	0	3	140	213	99.0%	0	23	\$ -	\$ 24.65	4,850	\$ 119,553	\$ 119,553
	Aug-20	70	0	3	140	213	97.0%	0	21	\$ -	\$ 24.65	4,339	\$ 106,952	\$ 106,952
	Sep-20	70	0	3	140	213	99.0%	0	22	\$ -	\$ 24.65	4,639	\$ 114,355	\$ 114,355
TOTALS / AVERAGE		97	0	3	150	250		50,615	262	\$ 1,181,843	\$ 23.63	13,828	\$ 340,859	\$ 1,522,702

Total Actual and Projected Expenditures \$ 1,522,702

Total CCC Budget \$ 4,889,020

Total Direct Child Care Services Budget \$ 4,889,020

Net Balance \$ 3,366,318
 (Total "CC Services Budget" minus "Total Actual & Projected Expenditures")

Projected Average Number of Units Served 246
 (Total of "Number of Actual + Projected Units / 12 months")

MANDATORY FORECASTING PROFILE - FY 2020

		C - F	H	I	J	K	L	M	N	O	P
		Average # of Children for the month (self count by 8 - Special Projects)		Utilization Rate	Actual Units	Billable Days	Actual Expenses	Average Unit Cost	Remaining Projected Units	Remaining Projected Expenditures	Total Actual & Projected Expenditures
			Total								
A c t u a l	Oct-19	0	-	0.0%		23	\$ -	\$ 21.60	-	\$ -	\$ -
	Nov-19	0	-	0.0%		21	\$ -	\$ 22.60	-	\$ -	\$ -
	Dec-19	0	-	0.0%		22	\$ -	\$ 22.60	-	\$ -	\$ -
	Jan-20	0	-	0.0%		23	\$ -	\$ 22.60	-	\$ -	\$ -
	Feb-20	0	-	0.0%		20	\$ -	\$ 22.60	-	\$ -	\$ -
	Mar-20	0	-	0.0%		22	\$ -	\$ 22.60	-	\$ -	\$ -
	Apr-20	112	112	63.0%	1,553	22	\$ 35,916	\$ 23.13	-	\$ -	\$ 35,916
	May-20	416	416	102.5%	8,952	21	\$ 209,839	\$ 23.44	(0)	\$ (0)	\$ 209,839
	Jun-20	498	498	100.7%	11,032	22	\$ 258,880	\$ 23.47	-	\$ -	\$ 258,880
P r o j e c t e d	Jul-20	425	425	99.0%	0	23	\$ -	\$ 23.47	9,677	\$ 227,089	\$ 227,089
	Aug-20	125	125	97.0%	0	21	\$ -	\$ 23.47	2,546	\$ 59,751	\$ 59,751
	Sep-20	0	-	99.0%	0	22	\$ -	\$ 23.47	-	\$ -	\$ -
TOTALS / AVERAGE		131	131		21,537	262	\$ 504,635	\$ 23.44	12,224	\$ 286,840	\$ 791,475

Total Actual and Projected Expenditures \$ 791,475

Total Special Projects Budget \$ -

Total Special Project Services Budget \$ -

Net Balance \$ (791,475)

(Total "CC Services Budget" minus "Total Actual & Projected E

Projected Average Number of Units Served 129

(Total of "Number of Actual + Projected Units / 12 months)

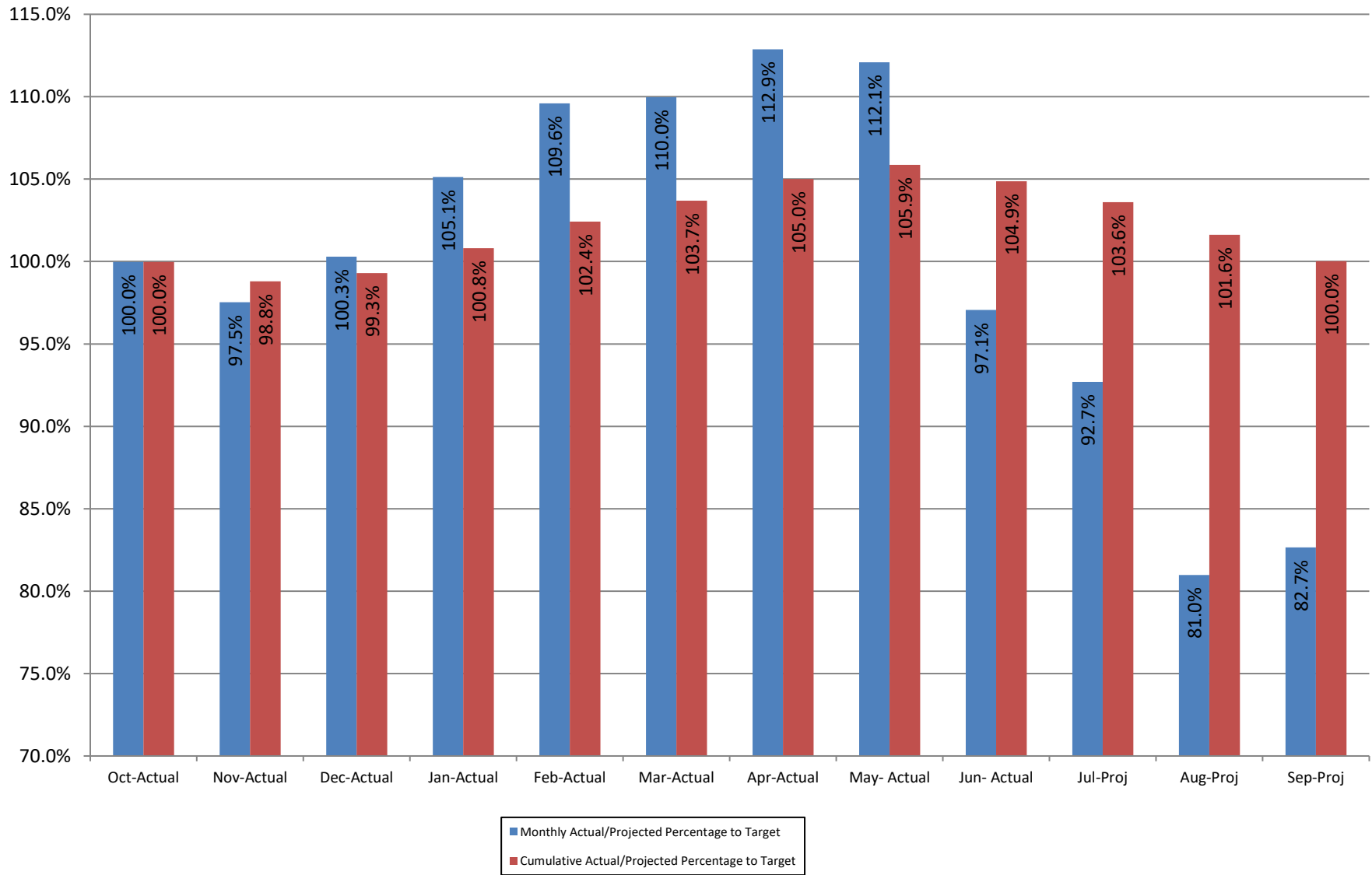
ALL FUNDS - CHILD CARE FORECASTING PROFILE - TARGET ENROLLMENT - FY 2020

	D	E	F	G	H	I	J	K	L	
	Average # of Children for the month (self count)	((E+I)/(C*F)) Utilization Rate	Actual Units	Number of Billable Days	Actual Expenses	(G+J)/(E+I) Average Unit Rate	Remaining Projected Units	Remaining Projected Expenditures	(G+J) Total Actual/Projected Expenditures	
A c t u a l	Oct-Actual	2,992	99.1%	68,220	23	\$ 1,278,574	\$ 18.74	-	\$ -	\$ 1,278,574
	Nov-Actual	2,974	97.3%	60,767	21	\$ 1,134,871	\$ 18.68	0	\$ 0	\$ 1,134,871
	Dec-Actual	3,088	96.4%	65,462	22	\$ 1,236,774	\$ 18.89	(0)	\$ (0)	\$ 1,236,774
	Jan-Actual	3,160	98.7%	71,736	23	\$ 1,370,052	\$ 19.10	-	\$ -	\$ 1,370,052
	Feb-Actual	3,238	100.4%	65,036	20	\$ 1,211,743	\$ 18.63	-	\$ -	\$ 1,211,743
	Mar-Actual	3,320	98.3%	71,785	22	\$ 1,404,903	\$ 19.57	-	\$ -	\$ 1,404,903
	Apr-Actual	3,440	99.4%	75,232	22	\$ 1,496,300	\$ 19.89	-	\$ -	\$ 1,496,300
	May-Actual	3,723	100.8%	78,792	21	\$ 1,868,913	\$ 23.72	(0)	\$ (0)	\$ 1,868,913
	Jun-Actual	3,454	97.9%	74,384	22	\$ 1,560,415	\$ 20.98	-	\$ -	\$ 1,560,415
P r o j e c t e d	Jul-Proj	3,203	99.0%	0	23	\$ -	\$ 21.17	72,932	\$ 1,543,945	\$ 1,543,945
	Aug-Proj	2,602	97.0%	0	21	\$ -	\$ 20.98	53,003	\$ 1,112,115	\$ 1,112,115
	Sep-Proj	2,477	99.0%	0	22	\$ -	\$ 20.86	53,949	\$ 1,125,208	\$ 1,125,208
TOTALS / AVERAGE	3,139	98.6%	631,414	262	\$ 12,562,545	\$ 20.15	179,884	\$ 3,781,269	\$ 16,343,813	

	Check Actual Exp
Total Actual and Projected Expenditures	\$ 16,343,813
Total Direct Child Care Services Budget	\$ 15,548,091
Net Balance	\$ (795,722)
<i>(Total "CC Services Budget" minus "Total Actual & Projected Expenditures")</i>	
Projected Average Number of Units Served	3,097
<i>(Total of "Number of Actual + Projected Units / 12 months")</i>	
Projected Average Unit Rate for the Year	\$ 20.15

CCDF Funds (Mandatory and Discretionary) Actual and Projected Performance

Chart Data is from TWIST Ad-Hoc Reporting. TWC reports may vary due to data extraction dates



INFORMATION ONLY

IX - 3. Impact of COVID-19 Pandemic Public Health Crisis on Child Care Centers – (Closures)

BACKGROUND

Board staff will share with the Committee how the COVID –19 Pandemic public health crisis has impacted child care providers in the Coastal Bend region.

INFORMATION ONLY

IX – 4. COVID-19 Pandemic – Parent Share of Cost (PSC) Fees

BACKGROUND

Board staff will provide the Committee with an update on the amount of parent share of cost (PSC) fees that have been paid to child care providers during the COVID-19 Pandemic public health crisis.

INFORMATION ONLY

IX – 5. COVID-19 Pandemic – Essential Worker Emergency Child Care Services and Enrollment

BACKGROUND

Board staff will update the Committee regarding the number of children currently receiving COVID -19 essential worker emergency child care services.

INFORMATION ONLY

XI – 6. Cleaning Supplies Distribution Update

BACKGROUND

Board staff will update the Committee on the progress of the distribution of cleaning supplies that have been distributed to child care providers during the COVID-19 Pandemic public health crisis.

INFORMATION ONLY

IX – 7. Provider Responses from Listening Sessions

BACKGROUND

The Early Childhood Development Quality Services Program (ECDQSP) conducted listening sessions with child care providers on July 23, 2020. The purpose of the listening sessions was to hear directly from child care providers the concerns and challenges they are/have been dealing with since the beginning of the COVID-19 Pandemic public health crisis. Board staff will share with the Committee the responses and concerns the child care providers expressed during the listening sessions.

Glossary of Terms

Program Title	Program Characteristics
Child Care	Helps employers retain qualified workers with families by providing subsidized child care to low-income parents, children of teen parents, and children with disabilities.
Non-Custodial Parent (NCP) Choices	Targets low-income, unemployed, or underemployed NCPs who are behind on child support payments and whose children are current or former recipients of public assistance. Involves working in tandem with the Office of the Attorney General (OAG) and the local court system to help NCPs with substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child support payments.
Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)	Designed to assist SNAP recipients in obtaining employment through participation in allowable job search, training, education, or workforce activities that promote long-term self-sufficiency. SNAP recipients are referred by the Texas Health and Human Services Commission (HHSC).
Temporary Assistance for Needy Families (TANF)/Choices	The goal of Choices services is to end the dependence of needy parents on public assistance by promoting job preparation, employment, and job retention with a “Work First” service delivery design. TANF recipients are referred by the Texas Health and Human Services Commission (HHSC).
Trade Act Services	Provides employers with skilled workers. Moves trade-affected workers into new jobs as quickly and effectively as possible.
The Workforce Information System of Texas (TWIST)	TWIST is a centralized point of reporting intake, case management, and service delivery for customers. Intake information is submitted just once for multiple employment and training programs, and can be retrieved statewide. TWIST also allows staff to query and retrieve information from the legacy systems - Employment Services (ES), Unemployment Insurance (UI), SNAP E&T, Temporary Assistance to Needy Families (TANF), SSI (Supplemental Security Income), and the Texas Department of Criminal Justice (TDCJ).
Veterans Employment Services	Employers have quick access to the talents and expertise of veterans and eligible persons, e.g., spouses of deceased/disabled/MIA veterans, to fill job openings.
Wagner-Peyser Employment Services (ES), Agricultural Services and Migrant and Seasonal Farm Worker Services	Acts as liaison between employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Workforce Innovation and Opportunity Act (WIOA)	WIOA helps job seekers and workers access employment, education, training, and support services to succeed in the labor market; and matches employers with the skilled workers they need to compete in the global economy.