



# Child Care Services Committee Meeting

**November 8, 2022**  
**3:00 pm**

**Bayview Tower**  
**400 Mann Street, Suite 800**  
**Conference Room #1**  
**Corpus Christi, TX**

Join Zoom Meeting

<https://us02web.zoom.us/j/88502554558?pwd=cnpKRXNZMXZ2MEt0bVZUbTRGZ1hidz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 885 0255 4558

Passcode: 441143

[www.workforcesolutionscb.org](http://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

**A**ccountability – 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.

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

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

**I**ntegrity – 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.

**T**enacity – 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.

**U**nderstanding – We are serious and passionate about delivering our services with compassion and empathy.

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

**E**nthusiasm – 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**

Bayview Tower – 400 Mann Street, Suite 800 – Conference Room #1  
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/88502554558?pwd=cnpKRXNZMXZ2MEt0bVZUbTRGZ1hidz09>

Toll-Free Call In  
888 475 4499 US Toll-free

Meeting ID: 885 0255 4558  
Passcode: 441143

**Tuesday, November 8, 2022 – 3:00 pm**

**AGENDA**

---

	<i>Page</i>
I. Call to Order: <i>Marcia Keener, Chair</i>	
II. TOMA Rules: <i>Janet Neely</i>	
III. Roll Call: <i>Janet Neely</i> .....	3
IV. <b>Announcement on Disclosure of Conflicts of Interest</b> 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.	
V. <b>Public Comments</b>	
VI. <b>Discussion and Possible Action on Minutes of the September 6, 2022 Child Care Services Committee Meeting</b> .....	4-6
VII. <b>Discussion and Possible Action on Child Care Policies</b>	
1. Policy #4.3.100.08 – Child Care Eligibility: <i>Denise Woodson</i> .....	7-16
2. Policy #4.3.108.04 – Child Care Provider Reimbursement Rates: <i>Denise Woodson</i> .....	17-21

(cont. page 2)

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.

Deaf, hard-of-hearing or speech impaired customers may contact

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

VIII. **Information Only:**

- a. Summary of Child Care Performance for the Fourth Quarter of BCY2022: *Denise Woodson*.....22-26
- b. Summary of Child Care Performance for the Month of October of the First Quarter of BCY2023:  
*Denise Woodson*.....27-31
- c. Action Plan for Child Care Performance for the First Quarter of BCY2023: *Denise Woodson*.....32
- d. Analysis of Coastal Bend Child Care: *Denise Woodson*.....33
- e. Update on Child Care Quality Program Activities: *Christina Miller*.....34-35

IX. **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.

**Texas Open Meetings Act (TOMA).** All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at our administrative offices and on **ZOOM**. With this format, comes some changes to what is required of board members and the public.

- The presiding member (Chair or designee) must be in-person at the meeting location, 400 Mann St. Ste. 800, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

This hybrid meeting format will allow us to meet TOMA rules, while still ensuring the safety of those who must attend.

**Child Care Services Committee  
Roll Call Roster  
November 8, 2022  
(4 = Quorum)**

\_\_\_\_\_ Marcia Keener, Chair

\_\_\_\_\_ Sandra Bowen, Vice Chair

\_\_\_\_\_ Catrina Wilson

\_\_\_\_\_ Justin Hoggard

\_\_\_\_\_ Andrea Chavez

\_\_\_\_\_ Alma Barrera

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed Name

**MINUTES**  
**Workforce Solutions Coastal Bend - Child Care Services Committee Meeting**  
**Bayview Tower – 400 Mann Street, Suite 800 – Conference Room #1**  
**Corpus Christi, Texas**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84153158050?pwd=Mjd0Y2JteTBNeWhKVytoWTI2VFFOZz09>

**Toll-Free Call In**

888 475 4499 US Toll-Free

**Meeting ID:** 841 5315 8050

**Passcode:** 594013

**September 6, 2022 – 3:00 pm**

**Committee Members**

**Present**

Marcia Keener, Chair  
Sandra Bowen, Vice Chair  
Catrina Wilson  
Justin Hoggard  
Andrea Chavez  
Alma Barrera

**Absent**

**Others Present**

Ken Trevino, Workforce Solutions  
Amy Villarreal, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Janet Neely, Workforce Solutions  
Rosina Salas, Workforce Solutions  
Denise Woodson, Workforce Solutions  
Valerie De La Cruz, Workforce Solutions  
Valerie Ann De La Cruz, Workforce Solutions  
Xena Mercado, Workforce Solutions  
Rufino Martinez, Workforce Solutions  
Artug Altug, Workforce Solutions  
Tony Armadillo, Workforce Solutions  
Alba Silvas, Workforce Solutions  
Catherine Cole, Workforce Solutions  
Allyson Riojas, Workforce Solutions  
Imelda Trevino, Workforce Solutions  
Celina Leal, Workforce Solutions  
Luis Rodriguez, Workforce Solutions  
Samantha Smolik, Workforce Solutions  
Esther Velazquez, Workforce Solutions  
Neil Hanson, BakerRipley  
Kenia Dimas, BakerRipley

**Other Board Members Present:**

- I. **Call to Order**  
Ms. Keener called the meeting to order at 3:00 pm.
- II. **TOMA Rules**  
Ms. Neely provided information on the Texas Open Meetings Act (TOMA) Rules.
- III. **Roll Call**  
The roll was called and a quorum was present.
- IV. **Announcement on Disclosure of Conflicts of Interest**  
Attention was called to the Disclosure and Declaration of Conflict of Interest and disclosures were requested by the chair at this time. None were made.

**V. Public Comments**

Due to the new TOMA rules we do have a laptop setup at 400 Mann Street, Suite 800 and it is listed on the zoom call as Public. The laptop is available and open to the public.

**VI. Discussion and Possible Action on Minutes of the May 3, 2022 Child Care Services Committee Meeting**

Ms. Barrera moved to approve the minutes of the May 3, 2022 Child Care Services Committee meeting. The motion was seconded by Ms. Bowen and passed.

**VII. Information Only:**

a. *Summary of Child Care Performance for the Third Quarter of BCY2022*

Ms. Woodson provided a summary of Child Care performance for the third quarter of BCY 2022 (included on page 7 of the September 6 agenda packet).

b. *Summary of Child Care Performance for the Month of July of the Fourth Quarter of BCY2022*

Ms. Woodson provided a summary of Child Care performance for the month of July of the fourth quarter of BCY 2022 (included on page 8 of the September 6 agenda packet).

c. *Action Plan for Child Care Performance for the Fourth Quarter of BCY2022*

Ms. Woodson provided information on an action plan for Child Care performance for the fourth quarter of BCY 2022 (included on pages 9-15 of the September 6 agenda packet).

d. *Analysis of Coastal Bend Child Care*

Ms. Woodson provided an Analysis of Coastal Bend Child Care for the month of June 2022 (included on page 16 of the September 6 agenda packet).

e. *Update on Child Care Quality Program Activities*

Ms. Woodson provided an update on Child Care Quality Program activities (included on pages 17-18 of the September 6 agenda packet).

**Professional Development Training Activities**

04-06 & 04-07-22      “Integrating the Frogstreet Curriculum into Your Classroom Daily Schedule  
Dr. Beverly Ashley  
18 participants attended this training

04-20-2022            “Pre-Service Training, Part 2”  
Dr. Beverly Ashley  
(This was a virtual training)  
8 participants attended this training

04-27-2022            “Active Supervision” of Children Training  
Dr. Beverly Ashley  
18 participants attended this training

05-17 & 05-18-2022    “Frogstreet Curriculum Overview” Training  
Dr. Beverly Ashley  
23 participants attended this training

**Child Care Program Activities**

A Child Care Job Fair was held on May 25 and 26, 2022 at the Staples Career Center. 9 child care center directors participated in this event.

**Upcoming Child Care Program Activities and Events**

8<sup>th</sup> Annual "Back to School" Teachers Fair (07-23-2022)  
8<sup>th</sup> Annual Directors/Early Childhood Education Teachers Convocation (08-20-2022)  
Purchase additional outdoor learning environments

Infant and Toddler Classroom(s) Expansions  
Texas Rising Star (TRS) Child Care Center \$200 gift card incentives

Ms. Villarreal mentioned that BakerRipley has been transitioned into the Mission Plaza - Phase I.

Ms. Keener thanked everyone for attending the Child Care Services Committee Meeting.

**VIII. Adjournment**

The meeting adjourned at 3:42 pm.

## **DISCUSSION AND POSSIBLE ACTION**

VII – I. Review of Policy #4.3.100.08 – “Child Care Eligibility”

## **BACKGROUND INFORMATION**

Policy 4.3.100.08 – Child Care Eligibility, has been updated to reflect amendments to the Chapter 809 Child Care Services (CCS) Rules effective on October 3, 2022. The purpose of the amendments to the Chapter 809 CCS Rules is to create uniformity and consistency in Board policies among the 28 Local Workforce Boards. Information regarding child care eligibility participation requirements, child care for initial job search, cumulative total years for CCS Program participation while in an undergraduate education program, transfers, and maintenance of the wait list have been updated/added to this policy.

Policy 4.3.100.08 includes the following:

1. Added a section on child care during initial job search
2. Clarifies that the minimum weekly activity requirement of 50 hours per week for a dual-parent family is a combined total from both parents. There is no minimum activity requirement for each parent.
3. Established a statewide policy for parents enrolled in an educational program which allows them to participate in the CCS Program for a cumulative total of 60 months.
4. There is a mandatory two-week waiting period before a transfer can be granted.
5. The wait list must now include the names of both the parents and children and it must be purged every 90 days.
6. Removed the section on Education, Certification, and Training Programs.

The updated Child Care Services Guide provides guidance and instruction for Workforce Development Boards (Boards) and their contractors on the child care services process and ensures consistency in the provision of child care services. Policy #4.3.100.08 – “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 #4.3.100.08– “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: 4.3.100.087**  
**TITLE:** Child Care Eligibility  
**SUPERSEDES:** 4.3.100.076, dtd ~~February June 176, 202217~~  
**EFFECTIVE:** ~~October February 17, 2022~~  
**BOARD APPROVAL:** ~~December 8, February 24, 2022~~  
**DATE OF LAST REVIEW:** January 26, 2022

---

---

### 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 Rules. 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, as well as contractors involved in the funding of quality improvement activities as described in §809.16.

Child Care Desert – An area in which the number of children under the age of six with working parents is at least three times greater than the capacity of license child care providers in the area, based on data published annually by the Commission.

Education Program is defined as a program leading to a High School diploma, Certificate of High School Equivalency or an undergraduate degree that one may be obtaining or working towards.

*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 Commission policies and procedures). Unless otherwise indicated, the term applies to a single parent or both parents.

*Satisfactory Progress* ~~—toward successful completion of a job training or education program is demonstrated through continued enrollment in the training or educational program. 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.

Working – activities for which monetary compensation is received, participation in Choices and SNAP E&T and engaging in job search.

### 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 undergraduate educational program at least for 25 hours per week for a single-parent family or 50 hours per week for a ~~dual~~two-parent family. The minimum weekly activity requirement of 50 hours per week for a dual-parent family is a combined total from both parents. There is no minimum activity requirement for each parent.

#### A Child’s General Eligibility for Child Care Services.

(a) Except for a child receiving or needing protective services as described in §809.49, 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:

(a) be under 13 years of age; or

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

age;

Policy Title: Child Care Eligibility

Date: 1/2/824/2022

Policy Number: 4.3.100.087

Updated: 0410/276/2022

- (2) Is a U. S. citizen or legal immigrant as determined under applicable federal laws, regulations, and guidelines; and
- (3) Resides with:
  - (a) a family within the Board’s workforce area:
    - (1) whose income does not exceed ~~the income limit established by the Board, which income limit must not exceed~~ 85 percent of the state median income (SMI) for a family of the same size; and
    - (2) whose assets do not exceed \$1,000,000 as certified by a family member
    - (3) or that meets the definition of experiencing homelessness as defined in §809.2
  - (b) parents who require child care in order to work or attend a job training or educational program; or engage in job search.
  - (c) A person standing in loco parentis for the child while the child’s parent is on military deployment and the deployed military parent’s income does not exceed the limits set forth in subparagraph (a) of this paragraph.

### Child Care During Initial Job Search

#### Child care during initial job search states the following:

- a parent, including a parent in a dual-parent family, is eligible for child care services at initial eligibility if the family does not meet the minimum participation requirements for At-Risk Child Care.
- allows parent to self-attest that the parent does not meet the At-Risk participation requirements.
- limits child care for job search to three months. Child care services will continue following this three-month period, if, by the end of the three months, the family meets family income eligibility and the following activity requirements:
  1. 25 hours for a single parent, with at least 12 hours in employment, or
  2. 50 hours combined for dual-parent families, with at least 25 combined hours in employment.
- If the above participation requirements are met within or by the end of the three-month period, care will continue for 12 months, inclusive of the care provided during the initial job search period.
- limits child care during the initial job search period to one such period within a 12-month period.
- Requires the parent in child care job search:
  1. Register with the state’s labor exchange system (currently, WorkinTexas.com); and
  2. has access to the appropriate services available through the one-stop delivery network.

### Priority for Child Care Services

Policy Title: Child Care Eligibility  
 Policy Number: 4.3.100.087  
 Updated: ~~04/10/276/2022~~

Date: 1/2/824/2022

Consistent with the Child Care Development Fund (CCDF) regulations, the first priority group consists of children residing in families with very low income. The second priority group consists of children with special needs, including children experiencing homelessness. The third priority group includes any other priority adopted by the Board.

#### First Priority Group – Mandatory

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 applicant 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
- 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.

#### 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

#### Third Priority Group – Subject to Availability of Funds

The third priority group is served subject to the availability of funds and includes,

- Sibling(s) – a child(ren) who share the same parent or parents may be added to a customer’s existing child care case.

Children in the first and second priority groups must be enrolled before children in the third priority group.

### Parent Eligibility Documentation Requirements

~~Boards will gather all information necessary to determine eligibility according to the Boards administrative policies and procedures. Except for a child whose parents are conducting an initial job search and a child experiencing homelessness under the respective rule provisions for these conditions may receive child care services without the parent first providing the Board's child care contractor with all information necessary to determine initial eligibility. 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.~~

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).

### Education 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 parent's certification or training program entry date and anticipated completion date must be entered in Texas Workforce Information System of Texas (TWIST).~~

~~*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 will be allowed to receive child care services for 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 total of five (5) years or 130 college credit hours (whichever is obtained first).**~~

~~Parents enrolled in an undergraduate educational program which allows them to participate in the CCS Program may receive child care services for a cumulative total of 60 months. The limit applies only to parents enrolled full-time in an undergraduate educational program. 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 four (4) years or 130 college credits (whichever is obtained first).**~~

~~Parents participating in an educational or training program demonstrate progress toward successful completion of the educational or job training program through continued enrollment in the educational or training program. 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.~~

### Education Program

~~Parents participating in an education program (at a community college or a four year university) must be pursuing a degree, i.e. Associates or Bachelors. The customer's education program must have a degree plan that has an entry date and an anticipated graduation date. Parents who attend a community college are expected to complete this course of study **two years** after their initial child care eligibility has been determined. Parents who attend a four year university are expected to complete this course of study **four years** after their initial child care eligibility has been determined. (See timeframes listed above for the total number of college hours allowed when receiving child care for educational programs.)~~

**Workforce Solutions of the Coastal Bend does not allow parents to receive child care services while pursuing a graduate or advanced degree, i.e. Masters or Doctoral degrees.**

### Wait List Applications

~~During periods of closed enrollment, p~~Parents must complete a Wait List Application to have their names and their child or children's names placed on the Wait List for child care services. The Contractor shall enter the child's name onto the Wait List maintained in the automated system. Parents must update their Wait List application every sixty (60) days to remain on the wait list. Children who are directly referred from a recognized pre-K or Head Start/Early Head Start partnership are exempted from the waiting 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

Policy Title: Child Care Eligibility  
Policy Number: 4.3.100.087  
Updated: ~~04~~10/27/2022

Date: 1/2/824/2022

## 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.~~
- There are two type 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.*

- ~~f 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.~~

~~-There is a mandatory two-week (14 days) waiting period before a the effective date of a transfer, except in cases in which the provider is placed on corrective action by Child Care Regulation (CCR), when the transfer is authorized by Child Protective Services (CPS) for a child in protective services, or on a case-by-case basis as determined by the Board. child who has either ——— contracted or been exposed to COVID-19 may transfer from one child care provider to a "new" child care provider.~~

## 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 85 percent 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.

Childcare will be provided during all brief interruptions of education caused by school breaks, except as identified in the following paragraph.

## 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 suspensions 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, November 2020

**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**

\_\_\_\_\_  
**CEO/President**

\_\_\_\_\_  
**Date**

## DISCUSSION AND POSSIBLE ACTION

VII – 2. Review of Policy #4.3.108.04 – “Child Care Provider Reimbursement Rates”

## BACKGROUND INFORMATION

Policy 4.3.108.04 – Child Care Provider Reimbursement Rates, has been updated to reflect amendments to the Chapter 809 Child Care Services (CCS) Rules effective on October 3, 2022. The purpose of the amendments to the Chapter 809 CCS Rules is to create uniformity and consistency in Board policies among the 28 Local Workforce Boards. Information regarding a statewide income limit, the age groups for the types of child care available, and parent share of cost (PSC) information has been updated/added to this policy.

Policy 4.3.108.04 includes the following:

1. Added a section on the age groups for the types of child care available.
2. Added a section on parent share of cost (PSC) fees that are based on a sliding fee scale based on family size and gross monthly income and represented by a percentage of the SMI.
3. This policy states that the provider must not charge **any** amount(s) over the PSC, not the full difference between the PSC and the provider’s published rates, to parents who are exempt from the PSC or have a zero PSC assessment, including parents in initial job search child care during the initial job search period.
4. This policy states that Workforce Solutions of the Coastal Bend **will not** reimburse the provider if the parent fails to pay the PSC fee. If the parent *does not* pay the PSC fee to the provider, a transfer to another child care center **will not** be granted nor will eligibility for future TWC-funded child care services be redetermined until the parent pays the delinquent PSC fees.

The updated Child Care Services Guide provides guidance and instruction for Workforce Development Boards (Boards) and their contractors on the child care services process and ensures consistency in the provision of child care services. Policy #4.3.108.04 – “Child Care Provider Reimbursement Rates” 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 #4.3.108.04– “Child Care Provider Reimbursement Rates” 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.



# WORKFORCE SOLUTIONS

## of the Coastal Bend

### POLICY

---

<b>CATEGORY:</b>	<b>Contracts and Program Operations</b>	<b>No: 4.3.108.043</b>
<b>SUBJECT:</b>	<b>Child Care Provider Reimbursement Rates</b>	
<b>SUPERSEDES:</b>	<b>4.3.108.032 Dtd. <del>January August 27, 2015 -1, 2010</del></b>	
<b>EFFECTIVE:</b>	<b><u>October 1, 2022</u> <del>August 27, 2015</del></b>	
<b>BOARD APPROVAL:</b>	<b><u>December 8, 2022</u> <del>August 27, 2015</del> Board of Directors' Meeting</b>	
<b>DATE APPROVED:</b>	<b><u>December 8, 2022</u> <del>August 27, 2015</del></b>	

---

#### I. PURPOSE:

To establish the criteria utilized in establishing child care reimbursement rates.

#### II. DEFINITIONS:

**Category of child care** - Infant, toddler, pre-school and school-age child care

**Child Care** – Child care services provided by the Board to assist qualified parents who are either working or participating in educational or training activities in accordance with state and federal statutes and regulations.

**Contractor** - The grant recipient of specified child care allocations to implement Child Care services within the service delivery area.

**Parent** - An individual responsible for the care and supervision of the child identified as the child’s natural parent, adoptive parent, stepparent, or legal guardian.

**Provider** – A person or entity that meets the minimum qualifications as set forth by Board policy for providing child care funded through Workforce Solutions of the Coastal Bend.

**Texas Rising Star (TRS)** – A ~~voluntary~~ state certification program that child care providers, who have a current Workforce Provider Agreement, are required to participate in. may choose to obtain. This certification criterion exceeds the Texas Health and Human Services Commission’s (HHSC’a) Child Care Regulation (CCR) Department of Family and Protective Services (TDFPS) Child Care Licensing Minimum Standards. The higher quality of child care service is attained by meeting criteria such as higher education levels for staff, lower ratios of children assigned to each caregiver, and utilizing an established curriculum.

**Texas School Ready (TSR)** – A certification program provided by the University of Texas Health Sciences, Center for Early Childhood Development that certifies preschool (ages

POLICY TITLE: Child Care Provider Reimbursement Rate  
 POLICY NUMBER: 4.3.108.043  
 08/10/31/13/2022+5

DATE: 4/2/0826/202207  
 —REVISIONN:

four and five) education classrooms that effectively prepare children for kindergarten

**Type(s) of child care providers** - a licensed child care center, a licensed child care home, a registered child care home, and relative child care (relative must be listed with TDPRS).

### III. POLICY STATEMENT:

The Board shall:

1. Establish a maximum reimbursement rate for purchased child care based upon the most recent Child Care Market Rate Survey provided by the Texas Workforce Commission (TWC).
2. Establish the same maximum reimbursement rates for all regulated child care providers with signed Workforce Provider Agreements or Self-Arranged Child Care Provider Agreements by the customer, for each category of care. The Board establishes maximum provider reimbursement rates that include the following age groups:
  - Infants age 0 to 17 months
  - Toddlers age 18 to 35 months
  - Preschool age children from 36 to 71 months; and
  - School-age children 72 months and older
3. Establish an enhanced provider reimbursement rate for Texas Rising Star (TRS) certified providers and the infant, toddler, and preschool-age four and five year old —classrooms at child care centers with a Texas School Ready (TSR) Certification. The reimbursement rate will  
—be greater than the rate for non-TRS providers for the same category of child care, but within guidance allowed by TWC.

The reimbursement rates established shall provide equal access to child care services in the local market and in a manner that is consistent with the state and federal regulations. ***Child care providers shall be reimbursed at the Board's maximum rate for the level of care being provided or at the provider's published rate, whichever is lower.***

Providers who are providing child care services to children with disabilities are eligible to receive an Inclusion Assistance Rate. The Inclusion Assistance Rate allows a child care provider to provide additional adult support to a child(ren) with a disability(ies). The Inclusion Assistance Rate will not exceed 190% of the provider's designated reimbursement rate for a child of that same age.

A child care provider with a Workforce Provider Agreement who offers transportation shall be reimbursed for its transportation cost. However, the combined total of the child care provider's published rate and its transportation cost, will **not** exceed the Board's

POLICY TITLE: Child Care Provider Reimbursement Rate  
POLICY NUMBER: 4.3.108.043  
~~08/10/31/13/2022+5~~

DATE: ~~4/12/08~~26/202207  
—REVISIONN:

maximum reimbursement rate for the same category of child care.

Child care providers shall **not** charge subsidy parents the difference between their published rate- and WFSCB's maximum **provider reimbursement** rate when the child care provider's published rate exceeds the Board's maximum payment rate.

### Parent Share of Cost (PSC) Fees

The parent share of cost (PSC) fee is based on a sliding fee scale based on the family size and gross monthly income and based on 85 percent of the SMI.

*Child care providers are responsible for collecting the parent share of cost fees from their parents **before child care services are provided**.* A child care provider may charge additional fees to parents, i.e. late — pick-up, activity fees, etc..., but that any additional payment received from the parent will be applied to their PSC first. ***The child care provider cannot report any additional fees as part of the parent's unpaid PSC.***

The provider must not charge **any** amount(s) over the PSC, not the full difference between the PSC and the provider's published rates, to parents who are exempt from the PSC or have a zero PSC assessment, including parents in initial job search child care during the initial job search period.

Workforce Solutions of the Coastal Bend **will not** reimburse the provider if the parent fails to pay the PSC fee. If the parent *does not* pay the PSC fee to the provider, a transfer to another child care center will not be granted nor will eligibility for future TWC-funded child care services be redetermined until the parent pays the delinquent PSC fees.

## 1. PROCEDURES:

NA

## 2. RELATED POLICY INFORMATION:

Texas Government Code §2308.264(e) (4)

40 TAC §801.33

Texas Workforce Commission Letter WD 13-15, July 13, 2015; WD 19-09, June 5, 2009; WD 55-07, Change 1, November 2, 2007; WD 42-07, July 2, 2007.

## 3. RESPONSIBILITIES:

POLICY TITLE: Child Care Provider Reimbursement Rate  
POLICY NUMBER: 4.3.108.043  
~~0810/3113/2022+5~~

DATE: ~~412/0826/202207~~  
—REVISIONN—

The contract manager shall ensure that all relevant staff and the Contractor are informed of and comply with this policy.

**4. FORMS AND INSTRUCTIONS:**

**5. DISTRIBUTION:**

Board             Board Staff             Contracted Staff

**IX. SIGNATURES:**

\_\_\_\_\_  
Reviewed by EO Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

## **INFORMATION ONLY**

VIII – a. Summary of Child Care Performance for the Fourth Quarter of BCY2022

## **BACKGROUND**

Board professionals will summarize child care performance for the fourth quarter of BCY2022. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures for the fourth quarter of BCY2022.

**FY2022 - Direct Child Care Forecast**  
**September 2022 as of September 01, 2022**

DESCRIPTION	CONTRACT	Start Date	End Date	BUDGET AMOUNT	AMOUNT EXPENDED As of 09-01-2022	BALANCE	PROJECTED UNPAID CLAIMS	SURPLUS / DEFICIT	Annual Performance Potential	Assumptions
CCC	2221CCC001	10/1/2020	10/31/2021	\$ -	\$ 3,602	\$ (3,602)				
CCC	2222CCC001	10/1/2021	10/31/2022	\$ 4,527,643	\$ 546,693	\$ 3,980,951	\$ 90,653	\$ 3,886,695	86	
CCF	2221CCF	10/1/2020	12/31/2021	\$ 1,000,000	\$ 469,360	\$ 530,640				
CCF	2222CCF001	10/1/2021	12/31/2022	\$ 9,752,185	\$ 11,369,316	\$ (1,617,131)	\$ 3,005,252	\$ (4,091,743)	2,696	
<b>Sub Total - Formula Funds</b>				<b>\$ 15,279,828</b>	<b>\$ 12,388,971</b>	<b>\$ 2,890,857</b>	<b>\$ 3,095,905</b>	<b>\$ (205,048)</b>	<b>2,782</b>	

Coastal Bend College	2222C04	10/1/2021	12/31/2022	\$ 260,000	\$ 260,000	\$ -				
Del Mar College	2222C06	10/1/2021	12/31/2022	\$ 340,000	\$ 340,000	\$ -				
Texas A&M University-Kingsville	2222C07	10/1/2021	12/31/2022	\$ 280,000	\$ 142,000	\$ 138,000				
Texas A&M University-Corpus Christi	2222C08	10/1/2021	12/31/2022	\$ 70,000	\$ 70,000	\$ -				
City of Corpus Christi	2222C05	10/1/2021	12/31/2022	\$ 884,806	\$ 679,806	\$ 205,000				
				\$ -	\$ -	\$ -				
<b>Sub Total - Local Match Funds</b>				<b>\$ 1,834,806</b>	<b>\$ 1,491,806</b>	<b>\$ 343,000</b>	<b>\$ -</b>	<b>\$ 343,000</b>		

<b>Sub Total - CCDF Performance Funds</b>				<b>\$ 17,114,634</b>	<b>\$ 13,880,777</b>	<b>\$ 3,233,857</b>	<b>\$ 3,095,905</b>	<b>\$ 137,952</b>	<b>0</b>	
---	--	--	--	----------------------	----------------------	---------------------	---------------------	-------------------	----------	--

Service Industry Recovery	2221SIR	7/1/2021	10/31/2021	\$ 2,463	\$ 5,748	\$ (3,285)	\$ -	\$ (3,285)	203	
Service Industry Recovery	2222CCX	11/1/2021	3/31/2023	\$ 9,062,037	\$ 1,212,796	\$ 7,849,241	\$ 322,446	\$ 7,526,795	0	
<b>Sub Total - SIR Funds</b>				<b>\$ 9,064,500</b>	<b>\$ 1,218,544</b>	<b>\$ 7,845,956</b>	<b>\$ 322,446</b>	<b>\$ 7,523,510</b>	<b>203</b>	

DFPS				\$ -	\$ 498,394	\$ (498,394)	\$ 101,340		78	
------	--	--	--	------	------------	--------------	------------	--	----	--

<b>Total</b>				<b>\$ 26,179,134</b>	<b>\$ 15,099,321</b>	<b>\$ 14,313,670</b>	<b>\$ 3,418,351</b>	<b>\$ 7,799,414</b>	<b>\$ 2,985</b>	
--------------	--	--	--	----------------------	----------------------	----------------------	---------------------	---------------------	-----------------	--

Percentage 57.68% 54.68% 13.06% 29.79%

**3,078 Performance Target (Discretionary & Mandatory)**

**Reconciliation to Contract:**

Total Funds Management Budget

**\$ 26,179,134**

CCP Funds in Contract

**\$ 1,767,868**

Other Funds in Contract

**\$ -**

Total Budgets in reports

**\$ 27,947,002**

Contract Amount

**\$ 17,919,272**

Variance and Explanation

**\$ 10,027,730**

Contract does not reflect SIR funding that has been loaded to TWIST. FM report also adds \$963,231 that TWC shows in supplemental allocation that is not yet in contract.

### Fiscal Year 2022 - Enrollment Targets

Eligibility Characteristic	Enrollment As Of Sep 01	Actual	Projected	Difference Over/(Under) to current month										
		Average Enrollment												
	9/1/2022	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	
<b>Discretionary</b>														
3 - Transitional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - Income Eligible	2,845	2,728	2,663	2,585	2,526	2,483	2,583	2,719	2,867	2,903	2,948	2,823	2,873	(28)
16 - Homeless	4	12	11	12	12	11	7	6	6	10	9	5	5	(1)
<b>Sub Total</b>	<b>2,849</b>	<b>2,740</b>	<b>2,674</b>	<b>2,597</b>	<b>2,538</b>	<b>2,494</b>	<b>2,590</b>	<b>2,725</b>	<b>2,873</b>	<b>2,913</b>	<b>2,957</b>	<b>2,828</b>	<b>2,878</b>	<b>(29)</b>
<b>Mandatory</b>														
1 - Choices	36	20	21	22	25	30	36	33	31	31	38	40	40	(4)
2 - Tanf Applicant	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - SNAP E&T	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15 - Former DFPS	30	73	70	78	79	75	65	59	54	45	37	30	30	0
<b>Sub Total</b>	<b>66</b>	<b>93</b>	<b>91</b>	<b>100</b>	<b>104</b>	<b>105</b>	<b>101</b>	<b>92</b>	<b>85</b>	<b>76</b>	<b>75</b>	<b>70</b>	<b>70</b>	<b>(4)</b>
<b>CCDF Performance Categories</b>	<b>2,915</b>	<b>2,833</b>	<b>2,765</b>	<b>2,697</b>	<b>2,642</b>	<b>2,599</b>	<b>2,691</b>	<b>2,817</b>	<b>2,958</b>	<b>2,989</b>	<b>3,032</b>	<b>2,898</b>	<b>2,948</b>	<b>(33)</b>
			(68)	(68)	(55)	(43)	92	126	141	31	43	(134)	50	
8 - Service Industry	239	10	56	118	160	218	277	310	301	281	266	245	245	(6)
<b>DFPS</b>														
11 - General Protective	26	46	39	28	21	29	26	24	21	26	34	31	31	(5)
12 - Foster Care IV-E	8	16	16	15	12	13	12	11	13	10	7	7	7	1
13 - Foster Care not IV-E	15	12	12	16	13	14	15	14	14	13	14	16	16	(1)
14 - Relative/Other Caregiver	25	32	31	27	25	24	25	28	27	21	21	23	23	2
<b>Sub Total</b>	<b>74</b>	<b>106</b>	<b>98</b>	<b>86</b>	<b>71</b>	<b>80</b>	<b>78</b>	<b>77</b>	<b>75</b>	<b>70</b>	<b>76</b>	<b>77</b>	<b>77</b>	<b>(3)</b>

**ALL FUNDS - CHILD CARE FORECASTING PROFILE - TARGET ENROLLMENT - FY 2022**

	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	
	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	
<b>A</b>	<b>Oct-Actual</b>	2,833	98.5%	58,627	21	\$ 1,307,824	\$ 22.31	-	\$ -	\$ 1,307,824
	<b>Nov-Actual</b>	2,765	98.2%	59,751	22	\$ 1,351,845	\$ 22.62	-	\$ -	\$ 1,351,845
	<b>Dec-Actual</b>	2,697	96.6%	59,938	23	\$ 1,367,895	\$ 22.82	-	\$ -	\$ 1,367,895
	<b>Jan-Actual</b>	2,642	99.1%	54,982	21	\$ 1,233,080	\$ 22.43	-	\$ -	\$ 1,233,080
	<b>Feb-Actual</b>	2,599	99.4%	51,687	20	\$ 1,150,463	\$ 22.26	-	\$ -	\$ 1,150,463
	<b>Mar-Actual</b>	2,691	99.0%	61,251	23	\$ 1,407,862	\$ 22.99	-	\$ -	\$ 1,407,862
	<b>Apr-Actual</b>	2,817	99.4%	58,794	21	\$ 1,332,933	\$ 22.67	-	\$ -	\$ 1,332,933
	<b>May-Actual</b>	2,958	99.4%	64,698	22	\$ 1,494,914	\$ 23.11	(0)	\$ (0)	\$ 1,494,914
	<b>Jun-Actual</b>	2,989	98.8%	64,985	22	\$ 1,633,658	\$ 25.14	-	\$ -	\$ 1,633,658
	<b>Jul - Actual</b>	3,032	99.2%	63,179	21	\$ 1,600,303	\$ 25.33	-	\$ -	\$ 1,600,303
<b>P</b>	<b>Aug-Proj</b>	2,898	96.0%	0	23	\$ -	\$ 25.20	63,988	\$ 1,612,599	\$ 1,612,599
	<b>Sep-Proj</b>	2,948	99.0%	0	22	\$ -	\$ 23.10	64,207	\$ 1,483,306	\$ 1,483,306
<b>TOTALS / AVERAGE</b>	2,822	98.6%	597,892	261	\$ 13,880,777	\$ 23.38	128,195	\$ 3,095,905	\$ 16,976,682	

Actual Exp matched

**Total Actual and Projected Expenditures**      **\$ 16,976,682**

**Total Direct Child Care Services Budget**      **\$ 17,114,634**

**Net Balance**      **\$ 137,952**

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

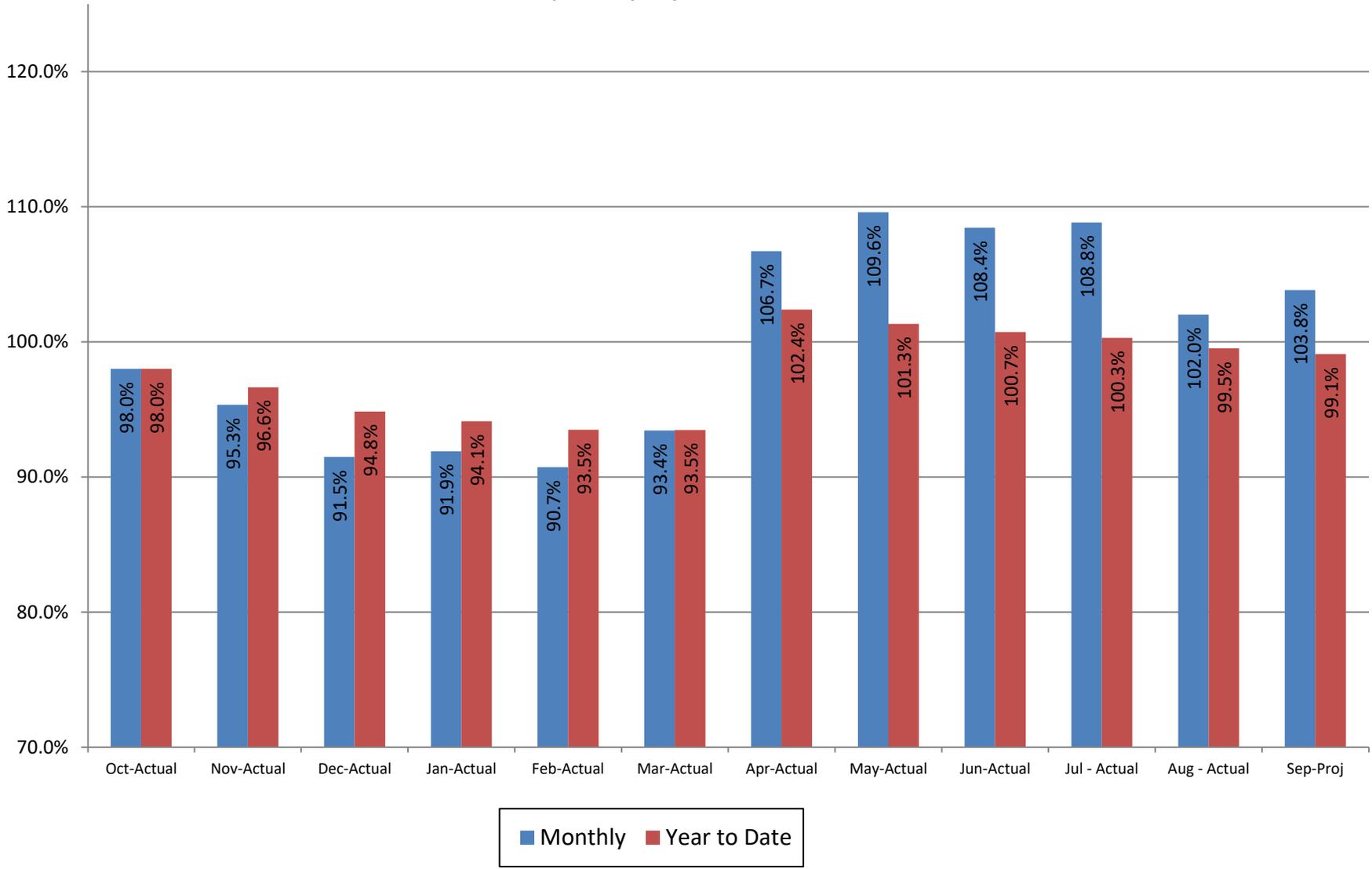
**Projected Average Number of Units Served**      **2,782**

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

**Projected Average Unit Rate for the Year**      **\$ 23.38**

## Coastal Bend CCDF Funds Actual and Projected Performance

TWC reports may vary due to data extraction dates



## **INFORMATION ONLY**

VIII – b. Summary of Child Care Performance for the Month of October of the First Quarter of BCY2023

## **BACKGROUND**

Board professionals will summarize child care performance for the month of October of the first quarter of BCY2023. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures for October 2022.

**FY2022 - Direct Child Care Forecast**  
**October 2022 as of October 01, 2022**

DESCRIPTION	CONTRACT	Start Date	End Date	BUDGET AMOUNT	AMOUNT EXPENDED As of 10-04-2022	BALANCE	PROJECTED UNPAID CLAIMS	SURPLUS / DEFICIT	Annual Performance Potential	Assumptions
CCC	2221CCC001	10/1/2020	10/31/2021	\$ -	\$ 3,602	\$ (3,602)	\$ 43,482	\$ 3,897,073	85	
CCC	2222CCC001	10/1/2021	10/31/2022	\$ 4,527,643	\$ 583,486	\$ 3,944,157				
CCF	2221CCF	10/1/2020	12/31/2021	\$ 1,000,000	\$ 469,360	\$ 530,640	\$ 1,439,825	\$ (3,774,049)	2,700	
CCF	2222CCF001	10/1/2021	12/31/2022	\$ 9,752,185	\$ 12,617,049	\$ (2,864,864)				
<b>Sub Total - Formula Funds</b>				<b>\$ 15,279,828</b>	<b>\$ 13,673,498</b>	<b>\$ 1,606,330</b>	<b>\$ 1,483,306</b>	<b>\$ 123,024</b>	<b>2,785</b>	

Coastal Bend College	2222C04	10/1/2021	12/31/2022	\$ 260,000	\$ 260,000	\$ -				
Del Mar College	2222C06	10/1/2021	12/31/2022	\$ 340,000	\$ 340,000	\$ -				
Texas A&M University-Kingsville	2222C07	10/1/2021	12/31/2022	\$ 280,000	\$ 280,000	\$ -				
Texas A&M University-Corpus Christi	2222C08	10/1/2021	12/31/2022	\$ 70,000	\$ 70,000	\$ -				
City of Corpus Christi	2222C05	10/1/2021	12/31/2022	\$ 884,806	\$ 884,806	\$ -				
				\$ -	\$ -	\$ -				
<b>Sub Total - Local Match Funds</b>				<b>\$ 1,834,806</b>	<b>\$ 1,834,806</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

<b>Sub Total - CCDF Performance Funds</b>	<b>\$ 17,114,634</b>	<b>\$ 15,508,304</b>	<b>\$ 1,606,330</b>	<b>\$ 1,483,306</b>	<b>\$ 123,024</b>	<b>0</b>
---	----------------------	----------------------	---------------------	---------------------	-------------------	----------

Service Industry Recovery	2221SIR	7/1/2021	10/31/2021	\$ 2,463	\$ 5,748	\$ (3,285)	\$ -	\$ (3,285)	203
Service Industry Recovery	2222CCX	11/1/2021	3/31/2023	\$ 9,062,037	\$ 1,377,559	\$ 7,684,478	\$ 152,186	\$ 7,532,292	0
<b>Sub Total - SIR Funds</b>				<b>\$ 9,064,500</b>	<b>\$ 1,383,307</b>	<b>\$ 7,681,193</b>	<b>\$ 152,186</b>	<b>\$ 7,529,007</b>	<b>203</b>

DFPS				\$ -	\$ 547,926	\$ (547,926)	\$ 47,830		78
------	--	--	--	------	------------	--------------	-----------	--	----

<b>Total</b>	<b>\$ 26,179,134</b>	<b>\$ 16,891,611</b>	<b>\$ 10,893,854</b>	<b>\$ 1,635,492</b>	<b>\$ 7,775,055</b>	<b>\$ 2,989</b>
--------------	----------------------	----------------------	----------------------	---------------------	---------------------	-----------------

Percentage 64.52% 41.61% 6.25% 29.70%

**2,849 Performance Target (Discretionary & Mandatory)**

**Reconciliation to Contract:**

Total Funds Management Budget	\$ 26,179,134	
CCP Funds in Contract	\$ 1,767,868	
Other Funds in Contract	\$ -	
Total Budgets in reports	\$ 27,947,002	
Contract Amount	\$ 17,919,272	
Variance and Explanation	\$ 10,027,730	Contract does not reflect SIR funding that has been loaded to TWIST. FM report also adds \$963,231 that TWC shows in supplemental allocation that is not yet in contract.

### Fiscal Year 2022 - Enrollment Targets

Eligibility Characteristic	Enrollment As Of Oct 01	Actual	Difference Over/(Under) to current month											
		Average Enrollment												
	10/1/2022	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	
<b>Discretionary</b>														
3 - Transitional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - Income Eligible	2,845	2,728	2,663	2,585	2,526	2,483	2,583	2,719	2,867	2,903	2,948	2,823	2,873	(28)
16 - Homeless	4	12	11	12	12	11	7	6	6	10	9	5	5	(1)
<b>Sub Total</b>	<b>2,849</b>	<b>2,740</b>	<b>2,674</b>	<b>2,597</b>	<b>2,538</b>	<b>2,494</b>	<b>2,590</b>	<b>2,725</b>	<b>2,873</b>	<b>2,913</b>	<b>2,957</b>	<b>2,828</b>	<b>2,878</b>	<b>(29)</b>
<b>Mandatory</b>														
1 - Choices	36	20	21	22	25	30	36	33	31	31	38	40	40	(4)
2 - Tanf Applicant	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - SNAP E&T	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15 - Former DFPS	30	73	70	78	79	75	65	59	54	45	37	30	30	0
<b>Sub Total</b>	<b>66</b>	<b>93</b>	<b>91</b>	<b>100</b>	<b>104</b>	<b>105</b>	<b>101</b>	<b>92</b>	<b>85</b>	<b>76</b>	<b>75</b>	<b>70</b>	<b>70</b>	<b>(4)</b>
<b>CCDF Performance Categories</b>	<b>2,915</b>	<b>2,833</b>	<b>2,765</b>	<b>2,697</b>	<b>2,642</b>	<b>2,599</b>	<b>2,691</b>	<b>2,817</b>	<b>2,958</b>	<b>2,989</b>	<b>3,032</b>	<b>2,898</b>	<b>2,948</b>	<b>(33)</b>
			(68)	(68)	(55)	(43)	92	126	141	31	43	(134)	50	
8 - Service Industry	239	10	56	118	160	218	277	310	301	281	266	245	245	(6)
<b>DFPS</b>														
11 - General Protective	26	46	39	28	21	29	26	24	21	26	34	31	31	(5)
12 - Foster Care IV-E	8	16	16	15	12	13	12	11	13	10	7	7	7	1
13 - Foster Care not IV-E	15	12	12	16	13	14	15	14	14	13	14	16	16	(1)
14 - Relative/Other Caregiver	25	32	31	27	25	24	25	28	27	21	21	23	23	2
<b>Sub Total</b>	<b>74</b>	<b>106</b>	<b>98</b>	<b>86</b>	<b>71</b>	<b>80</b>	<b>78</b>	<b>77</b>	<b>75</b>	<b>70</b>	<b>76</b>	<b>77</b>	<b>77</b>	<b>(3)</b>

2843      2821      2815      2802      2817      2968      3127      3259      3270      3298      3143      3193

350  
12%

**ALL FUNDS - CHILD CARE FORECASTING PROFILE - TARGET ENROLLMENT - FY 2022**

	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	
	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	
<b>A c t u a l</b>	<b>Oct-Actual</b>	2,833	98.5%	58,627	21	\$ 1,307,824	\$ 22.31	-	\$ -	\$ 1,307,824
	<b>Nov-Actual</b>	2,765	98.2%	59,751	22	\$ 1,351,845	\$ 22.62	-	\$ -	\$ 1,351,845
	<b>Dec-Actual</b>	2,697	96.6%	59,938	23	\$ 1,367,895	\$ 22.82	-	\$ -	\$ 1,367,895
	<b>Jan-Actual</b>	2,642	99.1%	54,982	21	\$ 1,233,080	\$ 22.43	-	\$ -	\$ 1,233,080
	<b>Feb-Actual</b>	2,599	99.4%	51,687	20	\$ 1,150,463	\$ 22.26	-	\$ -	\$ 1,150,463
	<b>Mar-Actual</b>	2,691	98.9%	61,227	23	\$ 1,407,157	\$ 22.98	-	\$ -	\$ 1,407,157
	<b>Apr-Actual</b>	2,817	99.2%	58,689	21	\$ 1,330,141	\$ 22.66	-	\$ -	\$ 1,330,141
	<b>May-Actual</b>	2,958	99.2%	64,565	22	\$ 1,491,251	\$ 23.10	-	\$ -	\$ 1,491,251
	<b>Jun-Actual</b>	2,989	98.7%	64,919	22	\$ 1,631,904	\$ 25.14	-	\$ -	\$ 1,631,904
	<b>Jul - Actual</b>	3,032	99.0%	63,029	21	\$ 1,596,236	\$ 25.33	(0)	\$ (0)	\$ 1,596,236
	<b>Aug - Actual</b>	2,898	98.1%	65,392	23	\$ 1,640,509	\$ 25.09	(0)	\$ (0)	\$ 1,640,509
	<b>Sep-Proj</b>	2,948	99.0%	0	22	\$ -	\$ 23.10	64,207	\$ 1,483,306	\$ 1,483,306
<b>TOTALS / AVERAGE</b>	2,822	98.7%	662,806	261	\$ 15,508,304	\$ 23.37	64,207	\$ 1,483,306	\$ 16,991,610	

Actual Exp matched

**Total Actual and Projected Expenditures**      \$ 16,991,610

**Total Direct Child Care Services Budget**      \$ 17,114,634

**Net Balance**      \$ 123,024

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

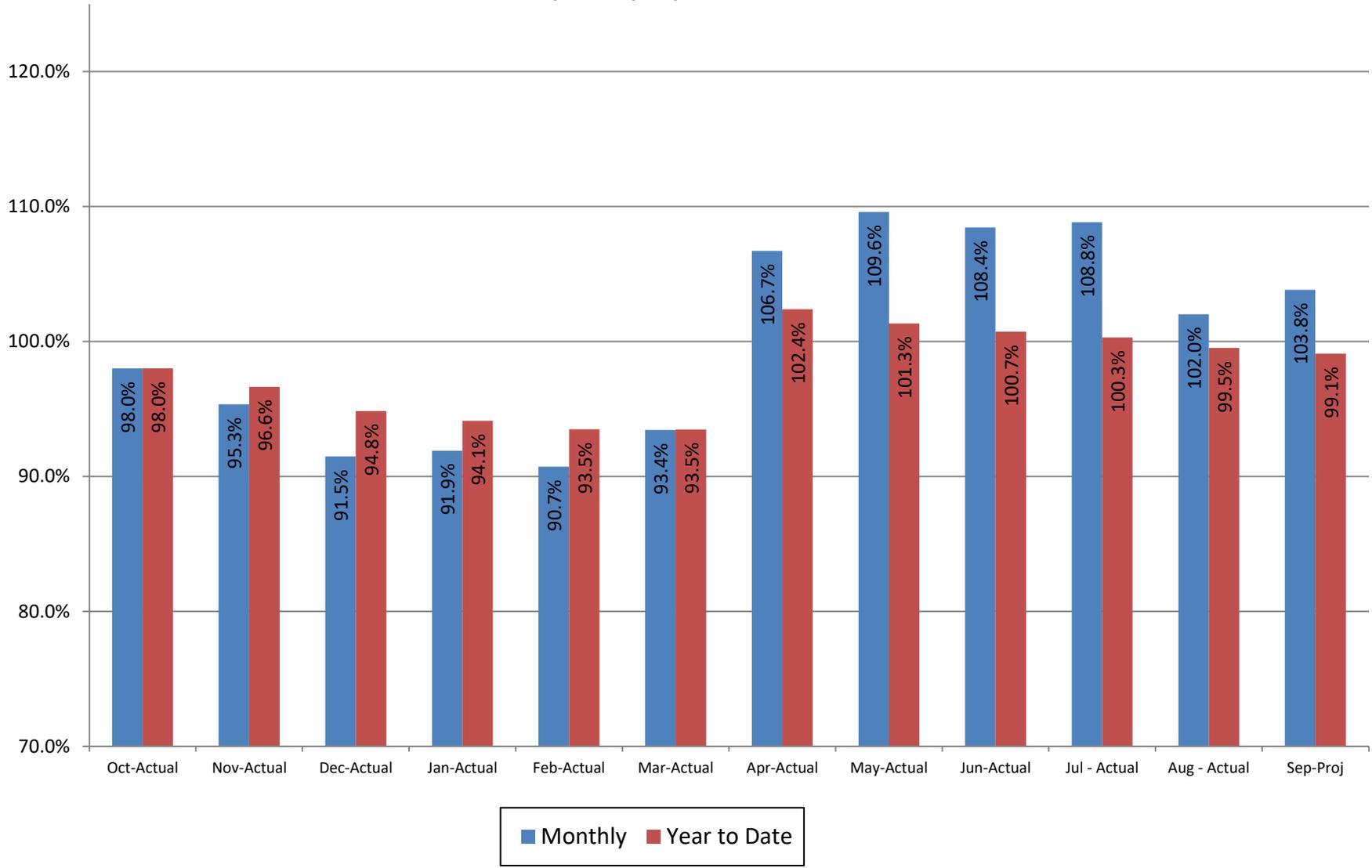
**Projected Average Number of Units Served**      2,785

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

**Projected Average Unit Rate for the Year**      \$ 23.37

## Coastal Bend CCDF Funds Actual and Projected Performance

TWC reports may vary due to data extraction dates



**INFORMATION ONLY**

VIII – c. Action Plan for Child Care Performance for the First Quarter of BCY2023

**BACKGROUND**

Board professionals will present an action plan for child care performance for the first quarter of BCY2023.

## INFORMATION ONLY

### VIII – d. Analysis of Coastal Bend Child Care

## BACKGROUND

The Board receives a monthly report from TWC that analyzes child care performance with respect to several factors. The most current monthly report regarding child care performance was received on October 18, 2022. Included in the report was a program analysis for the month of August 2022 that contained the following information:

- Average number of children in care – 2,773
- Average cost per unit (**Discretionary Care**) - \$25.09
- Average cost per unit (**Mandatory Care**) - \$28.57
- Number of licensed centers – 119
- Percentage of children in licensed centers – 95.16%
- Number of licensed homes – 20
- Percentage of children in licensed homes – 3.99%
- Number of registered homes – 3
- Percentage of children in registered homes – 0.25%
- Total registered providers – 142
- Number of listed relative homes – 9
- Percentage of children in listed relative homes – 0.60%
- Total relative providers – 9
- Percentage of Choices Program – 1.36%
- Percentage of Other Mandatory – 0.98%
- Board Performance - Discretionary – 97.66%\*
- Percentage of Former DFPS Only – 0.98%
- Number of children on wait list – 95
- Enrollment is currently open

\*Discretionary care is income based child care.

Mandatory care is referred by Department of Family Protective Services (DFPS) and Choices Program referrals.

## INFORMATION ONLY

VIII – e. Update on Child Care Quality Program Activities

## BACKGROUND

Board professionals will provide an update on the child care quality program professional development training activities and events that took place and child care resources that were purchased during the fourth quarter of BCY2022.

### Professional Development Training Activities

- |                  |  |
|------------------|--|
| 07-12 & 07-13-22 | “Integrating the Frogstreet Curriculum into Your Classroom Daily Schedule<br>Dr. Beverly Ashley<br>10 participants attended this training                        |
| 09-27 & 09-28-22 | “Integrating Lesson Plan Objectives Using Bloom’s Taxonomy into the Classroom<br>Daily Schedule”<br>Dr. Beverly Ashley<br>33 participants attended this training |

### Child Care Program Events

- |            |   |
|------------|---|
| 07-23-2022 | 8 <sup>th</sup> Annual “Back to School” Teachers Fair<br>Held at the Congressman Solomon P. Ortiz International Center<br>285 participants<br>11 vendors present                          |
| 08-20-2022 | 8 <sup>th</sup> Annual Directors/Early Childhood Education Teachers Convocation<br>Held at the Congressman Solomon P. Ortiz International Center<br>155 participants<br>9 vendors present |

### Child Care Resources

#### July 2022

**Walmart Gift Card Incentive** - \$100 gift cards were presented to **19** child care center directors who have attended **all** of WFSCB’s child care quality program’s summer events during the last 8 years. **(\$1,900)**

**Walmart Gift Card Incentive** - \$200 gift cards were presented to **276** staff at Texas Rising Star (TRS) certified child care centers who were employed at these child care centers during the onset of the COVID-19 pandemic beginning October 1, 2021 and who continue to be employed at the TRS certified child care centers. **(\$55,200)**

**Outdoor Learning Environments** – Two TRS level 4 star child care centers received outdoor learning environments. **(\$46,326)**

**August 2022**

**Infant/Toddler Expansion** – allows child care providers to increase the number of children they serve. WFSCB provides the classroom with furniture and resources needed and the child care center pays the child care staff person’s salary. During the fourth quarter of BCY2022, we increased the capacity to serve Workforce subsidy children by creating classrooms that will serve an additional **80** children in our region. WFSCB created **4** infant classrooms and **4** toddler classrooms. **(\$147,688)**

De Colores Child Development Center	8 children	Kinder Care Learning Center #788 (Everhart)	11 children
First Baptist Pre-School (Portland, TX)	8 children	Red Barn Private School	15 children
Kinder Care Learning Center #942 (Acushnet)	10 children	St. Bartholomew’s Episcopal Academy	12 children
Kinder Care Learning Center #370 (Rodd Field)	9 children	Ms. Toni’s Tots Christ-Led Pre-School	7 children

**Frogstreet Curriculum** – 7 TRS certified child care centers received replacement items for their Frogstreet curriculum kits. **(\$15,731)**

**September 2022**

**Cleaning Supplies** – the **12<sup>th</sup>** distribution of cleaning supplies to child care centers since the beginning of the COVID-19 pandemic. Cleaning supplies were distributed to **49** child care centers with **29** of those child care centers being TRS child care centers. **(\$10,178)**

## WFSCB Glossary of Terms

Program Title	Acronym	Program Description
Able-bodied Adult Without Dependents	ABAWD	An individual 18 yrs.+, but under the age of 50, without dependents. SNAP-ABAWD recipients are referred by the Texas Health and Human Services Commission (HHSC).
Board Contract Year	BCY	Board Contract Year (runs from Oct. 1 - Sept. 30)
Career & Education Outreach Program	CEOP	Provides career information to students at public middle and high schools, grades six through twelve, to direct students towards high-growth/high-demand occupations. Students receive in-depth information and directions on career choices as well as access to workforce resources.
Dislocated Worker	DW	An individual who has been terminated or laid off from employment is not eligible for unemployment benefits due to insufficient earnings and is unlikely to return to a previous industry or occupation.
Department of Labor	DOL	United States Department of Labor
Educator Externship	EDEX	Informs teachers of the skill sets needed for in-demand jobs, and allows the teachers to inform and guide students toward employment in industries that match their skill sets.
Employment Services (Wagner-Peyser)	ES	Services for employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Eligible Training Provider	ETP	Training providers certified by the Texas Workforce Commission to provide WIOA-funded training programs.
Eligible Training Program List	ETPL	A comprehensive list of training programs approved for WIOA-funded training using Individual Training Accounts.
Fiscal Year	FY	The fiscal year is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year.
Individual Training Accounts	ITA	An account established for eligible WIOA customers for training in an array of state-approved training programs. ITAs may be used only for programs included on the statewide ETPL.
Local Workforce Development Board	LWDB	Local workforce development board established in accordance with WIA Section 117, for the purpose of policy planning for a local area and has the responsibility to ensure that the workforce needs of employers and job seekers in the geographic area governed by the local unit of government are met.
Monthly Performance Report	MPR	Performance accountability indicators used to assess the effectiveness of states and local workforce systems to achieve positive outcomes for individuals served by the six core workforce programs.
Migrant and Seasonal Farmworker Program	MSFW	A nationally directed program created by Congress in response to the chronic seasonal unemployment and underemployment experienced by migrant and seasonal farmworkers (MSFW). Provides funding to help migrant and seasonal farmworkers and their families achieve economic self-sufficiency.
National Dislocated Worker	NDW	A grant awarded to areas affected by major disaster or national catastrophe to assist in disaster relief employment and assist the substantial number of workers who were forced to relocate from an area in which a disaster has been declared.
On-the-Job Training	OJT	One-on-one training located at the job site for participants who already have some job-related skills. By participating in training as an employee, the participant acquires new skills and knowledge and receives the same wages and benefits as current employees in the same or similar position.
Program Year	PY	Program Year (for example, Program Year 2022: PY'22; –period varies for state and federal years)
Reemployment Services and Eligibility Assessment	RESEA	A federal grant program designed to allow states to provide intensive reemployment assistance to individuals who are receiving unemployment benefits and are determined likely to exhaust their benefits before becoming reemployed.

## WFSCB Glossary of Terms

Program Title	Acronym	Program Description
Rapid Response	RR	Provides immediate on-site assistance to workers who have job losses due to businesses closure or worker reduction. Designed to transition workers to their next employment as soon as possible.
Summer Earn and Learn	SEAL	A summer program that offers basic work-based learning and training services for students with disabilities such as, pre-employment work readiness training and preparation for the work experience placement; work experience to help gain familiarity with the workplace environment and develop transferable job skills; and paid compensation for time worked on the job.
Student HireAbility Navigator	SHAN	Student HireAbility Navigator’s role is to expand and improve access to employment and training services and to increase employment opportunities for students with disabilities by creating strong partnerships between vocational rehabilitation (VR) Workforce Solutions offices, independent school districts (ISDs), community organizations, employers.
Supplemental Nutrition Assistance Program Employment & 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).
Trade Adjustment Assistance	TAA	A federally funded program, with no costs to employers, who helps workers who are adversely affected by foreign import or job shifts to a foreign country.
Texas Internship Initiative	TII	Provides part-time paid internships in Middle-Skill areas of accounting, business, construction management, engineering, healthcare, and information technology. Participating senior high school students must pass a dual-credit course to be placed in an internship with a local business. This grant is in partnership with Education to Employment (E2E) for the Coastal Bend.
Texas Industry Partnership Program	TIP	Supports collaborations between local workforce development boards and industry partners through the leveraging of matching contributions of cash or qualifying expenditures for occupational job training. Match funds must support certain WIOA (Workforce Innovation and Opportunity Act) activities and focus on eight designated industry clusters.
Texas Veterans Commission	TVC	A state agency that assists veterans, their families, and survivors through services provided by federal, state, local government, and private organizations.
Texas Veterans Leadership Program	TVLP	A non-profit agency that provides services to veterans to help find employment and achieve successful transitions back into civilian life.
The Workforce Information System of Texas	TWIST	TWIST is a centralized point of reporting intake and case management 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, Unemployment Insurance, SNAP E&T, TANF, Supplemental Security Income, and the Texas Department of Criminal Justice.
Vocational Rehabilitation Services	VRS	A federal program that helps individuals with physical or mental disabilities get and/or keep a job.
Work Experience	WE	A work-based learning opportunity in which program-eligible customers learn both essential and technical skills for long-term employment. Businesses are referred to as “work experience sites.” Intended to be short-term (12 or fewer weeks) and part-time work experience can be a volunteer, internship, or temporary short-term paid-work setting.
Workforce Innovation and Opportunity Act	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.
Work In Texas	WIT	A comprehensive online job search resource and matching system developed and maintained by TWC. It provides recruiting assistance to Texas employers and job search assistance to any individual seeking work in Texas.
Workforce Opportunity Tax Credit	WOTC	A federal tax credit that the government provides to private-sector businesses for hiring individuals from nine target groups that have historically faced significant barriers to employment.