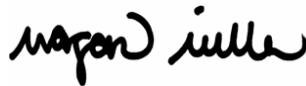


**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 17-23
<b>Date:</b>	September 7, 2023
<b>Keyword:</b>	Child Care
<b>Effective:</b>	Immediately

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



**From:** Reagan Miller, Director, Child Care & Early Learning Division

**Subject:** Funds for Hiring and Retaining Texas Rising Star Mentors

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**PURPOSE:**

The purpose of this WD Letter is to provide guidance to Local Workforce Development Boards (Boards) on the distribution of Board Contract Year 2024 (BCY'24) Child Care and Development Fund (CCDF) funds to Boards for hiring and retaining Texas Rising Star mentors.

**RESCISSIONS:**

WD Letter 24-22

**BACKGROUND:**

Texas Government Code [§2308.3155](#) requires that the Texas Workforce Commission (TWC) make CCDF funding available to each Board for the purpose of hiring Texas Rising Star mentors.

On June 13, 2023, TWC's three-member Commission (Commission) [approved](#) the BCY'24 Child Care Statewide Initiatives, which included an increase to the Texas Rising Star Staff Support budget for BCY'24 to \$27 million. Additional funding allows Boards to hire more Texas Rising Star mentors in order to support the implementation of House Bill 2607, 86th Texas Legislature, Regular Session (2019), which requires Child Care Services (CCS) providers to participate in the Texas Rising Star program.

Additionally, on July 11, 2023, the Commission [approved](#) the distribution of funds to BCY'24 Texas Rising Star mentors based on the following funding distribution formula:

- Distribute an equal base funding amount of \$150,000 to each Board
- Distribute the remainder of the funds as follows:
  - Distribute 60 percent of the funds based on the Board's relative proportion of all CCS providers, excluding CCS providers that have not had a CCS referral in the previous 18 months.

- Distribute 40 percent of the funds based on the Board’s relative proportion of licensed capacity of all CCS providers, excluding CCS providers that have not had a CCS referral in the previous 18 months.

**PROCEDURES:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must.”

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

**NLF:** Boards must use the BCY’24 funds to pay for the salaries and benefits of Board staff members, child care contractors, and/or subrecipients that provide Texas Rising Star technical assistance and mentoring services, as described in the TWC [Child Care Services Guide](#), §I-600: Texas Rising Star Assessors and Mentors.

Specifically, Boards must use the funding to:

- hire and retain the mentors needed to increase the number of Texas Rising Star–rated providers and high-quality child care slots available for families that qualify for CCDF subsidies; and
- ensure that staffing levels are adequate to meet the requirement to support mentoring services to all CCS providers.

**NLF:** Boards must be aware that:

- TWC will include the BCY’24 funds in the Boards’ BCY’24 Child Care Quality (CCQ) grant awards; and
- the BCY’24 funds will be available from October 1, 2023, through October 31, 2024.

**NLF:** Boards must report obligations and expenditures in the Cash Draw and Expenditure Reporting (CDER) system under the cost categories with the “TRS” prefix and specific to mentor funding. The TRS categories will be regular cost categories for BCY’24.

**CDER Child Care Quality Cost Categories Table**

<b>Type of Funding</b>	<b>Description</b>	<b>Cost Category</b>
Mentor	TRS Personnel Costs—Mentor Funding	378
Mentor	TRS Promotions & Support—Mentor Funding	378

Note: The cost categories for Texas Rising Star personnel—Mentor Funding are defined as follows:

- TRS Personnel Costs—Mentor Funding represents the salaries and benefits of staff involved in Texas Rising Star technical assistance and mentoring services as described in this WD Letter. “Staff” refers to both Board staff and child care contractor and/or subrecipient staff.
- TRS Promotions & Support—Mentor Funding represents staff supports, such as training, travel, postage, communications (including printed materials), supplies, facility rental space, and information technology materials. This cost category also includes supports for mentors’ participation in Texas Rising Star certification coursework and TWC’s required coaching microcredential. “Staff” refers to both Board staff and child care contractor and/or subrecipient staff.

**NLF:** Boards must be aware that BCY’23 CCQ funds must be spent before BCY’24 CCQ funds are spent.

**NLF:** Additionally, Boards must be aware that any changes to mentor staffing will be reported to the Board’s assigned CCQ grant manager, per §6 of the Board’s CCQ grant awards. Updates must include any changes to the number of budgeted full-time equivalent employees dedicated to mentor activities.

**NLF:** Boards must also be aware that TWC will recapture unexpended BCY’24 balances as part of the financial closeout of the BCY’24 CCQ grant award.

**INQUIRIES:**

Send inquiries regarding this WD Letter to [childcare.programassistance@twc.texas.gov](mailto:childcare.programassistance@twc.texas.gov).

**ATTACHMENTS:**

Attachment 1: Board Contract Year 2024 Texas Rising Star Mentor Distributions

**REFERENCES:**

Texas Government Code §2308.3155  
 Texas Workforce Commission Child Care Services Guide  
 TA Bulletin 270, issued October 1, 2014, and titled “Child Care Quality Expenditure Cost Categories”