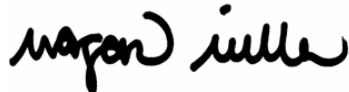


**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 07-24
<b>Date:</b>	July 17, 2024
<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:** **Child Care Case Management System Data Entry Deadlines for the Remainder of Board Contract Year 2024**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on Board Contract Year 2024 (BCY'24) data entry deadlines for the Child Care Services (CCS) program.

**RESCISSIONS:**

None

**BACKGROUND:**

In order to meet required reporting and performance measures, CCS data must be entered accurately and in a timely manner into the child care case management system. The data is used to generate reports and information that the Texas Workforce Commission (TWC) and Boards use to:

- manage, monitor, and assess Board performance; and
- fulfill reporting requirements of the US Department of Health and Human Services and the Legislative Budget Board.

**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 collect monthly waiting list data prior to the launch of TX3C and email that data to [childcare.programassistance@twc.texas.gov](mailto:childcare.programassistance@twc.texas.gov) by the 10th day of the month following the month being reported. Boards will no longer need to report waiting list data separately once TX3C is fully implemented.

**NLF:** Boards must enter direct care data into TX3C by the 20th day of the month following the month in which services were provided. TWC may revisit these deadlines once TX3C is fully implemented.

**NLF:** Additionally, Boards must be aware that child care deadlines are not extended if the deadline falls on a weekend or a holiday. Data that is not entered by the deadline into TX3C will not be used for that month's performance reporting.

See the Monthly Data Entry Deadline Calendar for the specific data entry deadline dates:

**Monthly Data Entry Deadline Calendar**

<b>Data From</b>	<b>Child Care Waiting List</b>	<b>Child Care Direct Care</b>
<b>July 2024</b>	08/10/24	08/20/24
<b>August 2024</b>	9/10/24	09/20/24
<b>September 2024</b>	N/A	10/20/24
<b>October 2024</b>	N/A	11/20/24

**NLF:** Per guidance from TWC's finance department, Boards must report financial data in a timely manner via TWC's Cash Draw and Expenditure Reporting system (CDER). This data is used to calculate performance measures such as Average Cost per Customer Served and Child Care Administration and Operating Expenditure Rate.

**End-of-Year Reporting**

**NLF:** Boards must be aware that data not entered by the year-end reporting deadlines into the appropriate system may not be used in BCY'24 end-of-year reporting, even if the data is later updated within the quarter + 20 period.

**INQUIRIES:**

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

**ATTACHMENTS:**

None

**REFERENCES:**

- US Department of Agriculture Food and Nutrition Service Rules and Regulations, 7 CFR §273.7(c)(17)
- US Department of Health and Human Services, 45 CFR §98.71 and §§265.9–265.10
- General Appropriations Act, 85th Texas Legislature, Regular Session (2017), Article VII, Texas Workforce Commission, Rider 15

WD Letter 15-23, issued September 23, 2023, and titled “Workforce Automated Systems  
Data Entry Deadlines for Board Contract Year 2024”