



WORKFORCE SOLUTIONS
of the Coastal Bend

Child Care Services Committee Meeting

September 7, 2021
3:00 pm

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86246445706?pwd=ekxpdmQ2bEt3S0FlcmxKaCsvc202UT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 862 4644 5706

Passcode: 954511

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.



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September 7, 2021 – 3:00 pm

AGENDA

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I. Call to Order: <i>Presiding Chair</i>	
II. Roll Call.....	3
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 4, 2021 Child Care Services Committee Meeting.....	4-6
VI. Information Only:	
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3. Action Plan for Child Care Performance for the Remainder of the Fourth Quarter of BCY 2021: <i>Denise Woodson</i>	9-12
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7. Update on Child Care Quality Program Activities: <i>Christina Miller</i>	16-17
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VII. 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 7, 2021**

_____ Mary Gleason, Chair

_____ Sandra Bowen, Vice Chair

_____ Ed Sample

_____ Catrina Wilson

_____ Justin Hoggard

_____ Andrea Chavez

Signed

Printed Name

MINUTES

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81503310422?pwd=N2xiQ0ZjVE5iT1FRUIFzdndTWk5rZz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 815 0331 0422

Password: 776704

May 4, 2021 – 3:00 pm

Committee Members

Present

Mary Gleason, Chair
Sandra Bowen, Vice Chair
Mary Afuso
Ed Sample
Catrina Wilson
Gary Allsup

Absent

Justin Hoggard

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Denise Woodson, Workforce Solutions
Christina Miller, Workforce Solutions
Vicki Stonum, Workforce Solutions
Isabel Gonzales, Workforce Solutions
Valerie De La Cruz, Workforce Solutions
Xena Mercado, Workforce Solutions
Rufino Martinez, Workforce Solutions
Larry Peterson, Workforce Solutions
Imelda Trevino, Workforce Solutions
Norma Ochoa, Workforce Solutions
Esther Velazquez, Workforce Solutions
Neil Hanson, BakerRipley
Kenia Dimas, BakerRipley

Other Board Members Present:

Gloria Perez

I. Call to Order

Dr. Gleason 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 9, 2021 Committee Meeting

Ms. Wilson moved to approve the minutes of the February 9, 2021 Child Care Services Committee meeting. The motion was seconded by Ms. Bowen and passed.

VI. Information Only:

1. *Summary of Child Care Performance for the Second Quarter of BCY 2021*

Ms. Woodson provided a summary of Child Care performance for the second quarter of BCY 2021 (included on page 7 of the May 4 agenda packet). Ms. Villarreal provided additional information.

2. *Summary of Child Care Performance for the Month of April of the Third Quarter of BCY 2021*

Ms. Woodson provided a summary of Child Care performance for the month of April of the third quarter of BCY 2021 (included on page 8 of the May 4 agenda packet).

3. *Action Plan for Child Care Performance for the Third Quarter of BCY 2021*

Ms. Woodson provided information on an action plan for Child Care performance for the third quarter of BCY 2021 (included on pages 9-13 of the May 4 agenda packet).

4. *Analysis of Coastal Bend Child Care*

Ms. Woodson provided an Analysis of Coastal Bend Child Care for the month of January 2021 (included on page 14 of the May 4 agenda packet).

5. *Child Care Automated Attendance (CCAA) Swipe Cards and POS Devices*

Ms. Woodson provided information on Child Care Automated Attendance (CCAA) Swipe Cards and POS Devices (included on page 15 of the May 4 agenda packet).

6. *Excessive Absence Tracking*

Ms. Woodson provided information on excessive absence tracking (included on page 16 of the May 4 agenda packet).

Ms. Villarreal provided additional information on the New Workforce Child Care Providers.

7. *Update on Child Care Quality Program Activities*

Ms. Miller provided an update on Child Care Quality Program activities (included on page 17 of the May 4 agenda packet).

Child Care Quality Program Activities

The Early Childhood Development Quality Services Program (ECDQSP) held its first parent engagement meeting on March 24, 2021. Parents from Greenwood Molina Child Care Center participated in this parent engagement meeting.

11 Texas Rising Star (TRS) child care centers received age appropriate Frogstreet curriculum kits on March 30, 2021.

Ms. Miller provided a summary of cleaning supplies distributions that were purchased during the second quarter of BCY 2021.

Cleaning Supplies Distribution

During the second quarter of BCY2021, WFSCB distributed cleaning supplies, i.e., a case of toilet paper; a case of paper towels; a case of bleach; and a case of hand sanitizer to child care providers on the date listed below.

<u>Date</u>	<u>Number of Providers</u>	<u>Cost of Distribution</u>
March 24, 2021	50 providers	\$11,154.00

8. *Child Care Quality Program Parent Engagement Meeting and Child Care Newsletter*

Ms. Stonum provided information on the Child Care Quality Program Engagement Meeting and Child Care Newsletter (included on page 18 of the May 4 agenda packet).

9. *Texas Rising Star (TRS) Assessor Credential Training*

Ms. Gonzales and Ms. De La Cruz provided information on Texas Rising Star (TRS) Assessor Credential Training (included on page 19 of the May 4 agenda packet).

Dr. Gleason thanked the staff, Mr. Trevino and the Child Care Committee for attending and stated their work is appreciated.

VII. Adjournment

The meeting adjourned at 3:43 pm.

INFORMATION ONLY

VI - 1. Summary of Child Care Performance for the Third Quarter of BCY2021

BACKGROUND

Board staff will summarize child care performance for the third quarter of BCY2021. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures for the third quarter of BCY2021.

INFORMATION ONLY

VI - 2. Summary of Child Care Performance for the Month of August of the Fourth Quarter of BCY2021

BACKGROUND

Board staff will summarize child care performance for the month of August of the fourth quarter of BCY2021. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures for August 2021.

INFORMATION ONLY

VI - 3. Action Plan for Child Care Performance for the Fourth Quarter of BCY2021

BACKGROUND

Board staff will present an action plan for child care performance for the fourth quarter of BCY2021.

FY2021 - Direct Child Care Forecast
August 2021 as of August 02, 2021

DESCRIPTION	CONTRACT	Start Date	End Date	BUDGET AMOUNT	AMOUNT EXPENDED As of 08-02-2021	BALANCE	PROJECTED UNPAID CLAIMS	SURPLUS / DEFICIT	Annual Performance Potential	Assumptions
CCC	2221CCC001	10/1/2020	10/31/2021	\$ 4,438,543	\$ 546,550	\$ 3,891,992				
CCC	2220CCC001	10/1/2019	10/31/2020	\$ -	\$ -	\$ -	\$ 179,262	\$ 3,712,730	111	Assumed TWC average cost of \$24.48 over the entire year.
CCF	2221CCF	10/1/2020	12/31/2021	\$ 7,663,356	\$ 7,240,507	\$ 422,849				
CCF	2220CCF001	10/1/2019	10/31/2020	\$ 906,594	\$ 902,869	\$ 3,725	\$ 3,890,060	\$ (3,463,486)	2,506	Assumed TWC average cost of \$19.97 over the entire year.
Sub Total - Formula Funds				\$ 13,008,492	\$ 8,689,926	\$ 4,318,567	\$ 4,069,323	\$ 249,244	2,617	
Local Match 2021				\$ -	\$ -	\$ -				
Coastal Bend College	22212C04	10/1/2020	12/31/2021	\$ 280,000	\$ 139,980	\$ 140,020				
Del Mar College	22212C06	10/1/2020	12/31/2021	\$ 370,000	\$ 184,000	\$ 186,000				
Texas A&M University-Kingsville	22212C07	10/1/2020	12/31/2021	\$ 280,000	\$ 140,000	\$ 140,000				
Texas A&M University-Corpus Christi	22212C08	10/1/2020	12/31/2021	\$ 70,000	\$ 40,000	\$ 30,000				
City of Corpus Christi	22212C05	10/1/2020	12/31/2021	\$ 806,566	\$ 403,241	\$ 403,325				Is this contract in TWIST correct?
Sub Total - Local Match Funds				\$ 1,806,566	\$ 907,221	\$ 899,345	\$ -	\$ 899,345		
Sub Total - TWC Direct Care Funds				\$ 14,815,058	\$ 9,597,147	\$ 5,217,912	\$ 4,069,323	\$ 1,148,589	0	

Total	\$ 14,815,058	\$ 9,597,147	\$ 5,217,912	\$ 4,069,323	\$ 1,148,589	2,617
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Percentage 64.78% 35.22% 27.47% 7.75% 2,710 Performance Target (Discretionary & Mandatory)

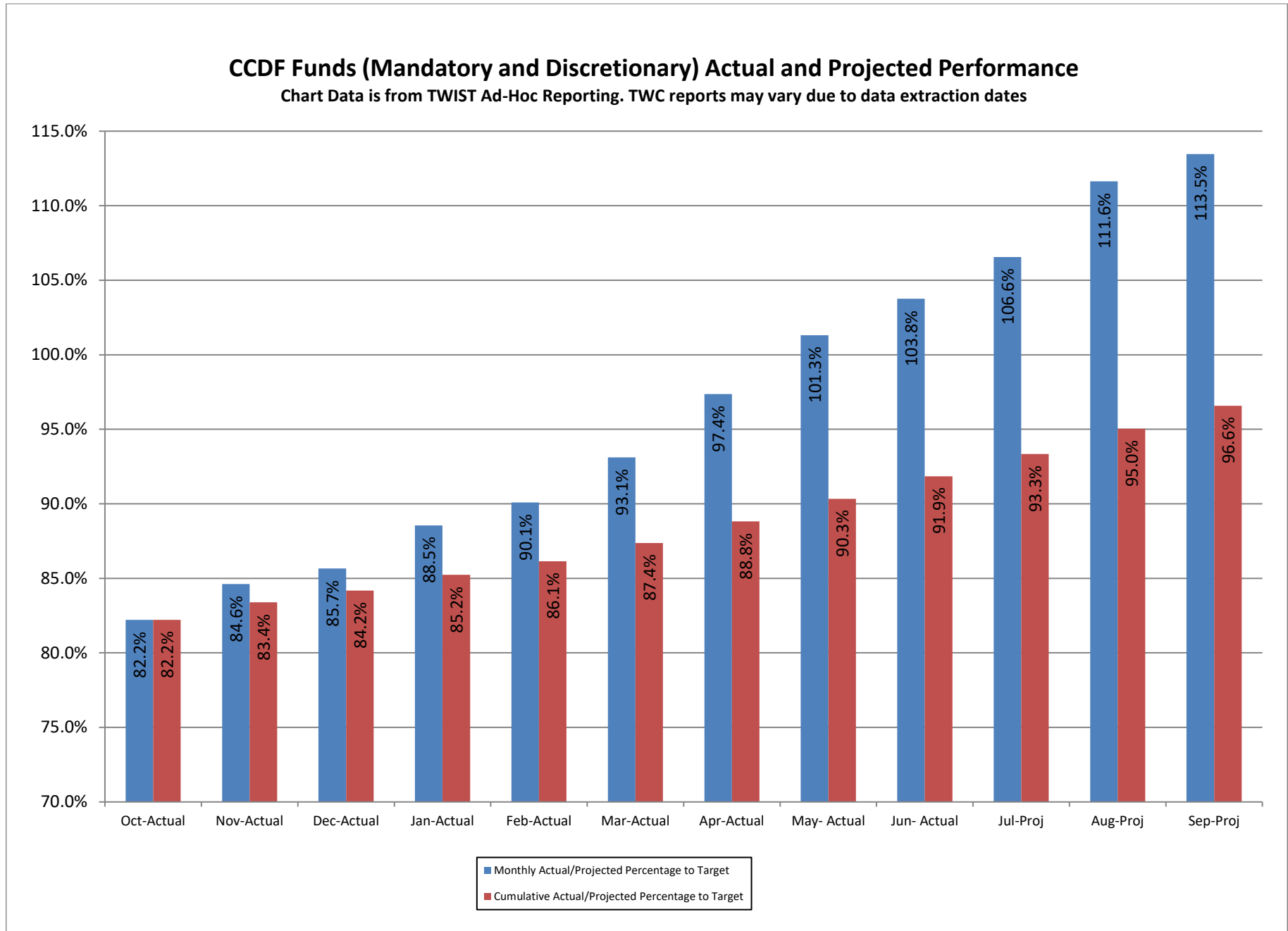
Reconciliation to Contract:

Total Funds Management Budget	\$ 14,815,058
CCP Funds in Contract	\$ 1,448,000
Other Funds in Contract	\$ -
Total Budgets in reports	\$ 16,263,058
Contract Amount	\$ 16,257,058
Variance and Explanation	\$ 6,000

Is City of Corpus contract off?

Fiscal Year 2021 - Enrollment Targets

Eligibility Characteristic	Enrollment As Of	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Difference Over/(Under) to current month	
	Aug 02	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment		
	8/2/2021	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21		
Discretionary	3 - Transitional	0	0	0	0	0	0	0	0	0	0	0	0	0	
	10 - Income Eligible	2,698	2,107	2,227	2,265	2,309	2,342	2,422	2,540	2,690	2,716	2,792	2,942	2,992	(244)
	16 - Homeless	17	8	5	5	6	8	8	11	11	13	16	5	5	12
	Sub Total	2,715	2,115	2,232	2,270	2,315	2,350	2,430	2,551	2,701	2,729	2,808	2,947	2,997	(232)
Mandatory	1 - Choices	19	32	23	32	28	24	18	16	18	18	19	19	19	0
	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	94	90	87	94	97	91	89	89	83	88	90	90	90	4
	Sub Total	113	122	110	126	125	115	107	105	101	106	109	109	109	4
Total All Funds	2,828	2,237	2,342	2,396	2,440	2,465	2,537	2,656	2,802	2,835	2,917	3,056	3,106	(228)	
			105	54	44	25	72	119	146	33	82	139	50		
Children on Suspension	622														
Programs with no referrals	0														



INFORMATION ONLY

VI - 4. 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 August 20, 2021. Included in the report was a program analysis for the month of June 2021 that contained the following information:

- Average number of children in care – 2,493
- Average cost per unit (Board performance) - \$20.66
- Average cost per unit (Mandatory Care) - \$25.10
- Number of licensed centers – 114
- Percentage of children in licensed centers – 96.11%
- Number of licensed homes – 18
- Percentage of children in licensed homes – 3.35%
- Number of registered homes – 2
- Percentage of children in registered homes – 0.37%
- Total registered providers – 134
- Number of listed relative homes – 4
- Percentage of children in listed relative homes – 0.17%
- Total relative providers – 4
- Percentage of Choices Program – 0.65%
- Percentage of Other Mandatory – 3.12%
- Percentage of (Board Performance) Discretionary – 95.92%
- Percentage of Former DFPS Only – 3.12%
- Number of children on wait list – 87
- Enrollment is currently open

INFORMATION ONLY

VI - 5. Initial Job Search Child Care

BACKGROUND

The Texas Workforce Commission has received funding that will enable Local Workforce Development Boards (LWDBs) to provide additional types of child care services designed to meet the needs of families and children in the Coastal Bend Region. Workforce Solutions of the Coastal Bend will receive funding for “***Initial Job Search Child Care***” and “***Service Industry Recovery (SIR) Child Care***”.

“***Initial Job Search Child Care***” will provide child care services for a parent seeking employment or engaging in job search and may end after a minimum of three months if the parent has not found employment.

Board staff will inform the Committee of the initial requirements a parent(s) must meet to apply for the *Initial Job Search Child Care* services, how long a parent(s) may receive *Initial Job Search Child Care* services and parent share of cost (PSC) fees associated with *Initial Job Search Child Care*.

Additional information regarding these child care services programs will be posted on the Board’s website (www.workforcesolutionscb.org).

INFORMATION ONLY

VI - 6. Service Industry Recovery (SIR) Child Care

BACKGROUND

The Texas Workforce Commission has received funding that will enable Local Workforce Development Boards (LWDBs) to provide additional types of child care services designed to meet the needs of families and children in the Coastal Bend Region. Workforce Solutions of the Coastal Bend will receive funding for “*Initial Job Search Child Care*” and “*Service Industry Recovery (SIR) Child Care*”.

“*Service Industry Recovery (SIR) Child Care*” addresses the impacts of COVID-19 and supports Texas’ continued economic recovery and targets low-wage workers in TWC-specified service industries. Customers for SIR child care services will receive child care services for 12 months.

Board staff will inform the Committee of the service industries parents must be working in to receive *Service Industry Recovery (SIR) Child Care* services; income guidelines a parent(s) must meet to apply for the *Service Industry Recovery (SIR) Child Care* services, and how long a parent(s) may receive *Service Industry Recovery (SIR) Child Care* services.

Additional information regarding these child care services programs will be posted on the Board’s website (www.workforcesolutionscb.org).

INFORMATION ONLY

VI - 7. Update on Child Care Quality Program Activities

BACKGROUND

Board staff will provide an update on the child care quality program activities that took place during the fourth quarter of BCY2021.

“Back to School” Teachers Fair

Workforce Solutions of the Coastal Bend’s Early Childhood Development Quality Services Program (ECDQSP) hosted the 7th *Annual “Back to School” Teachers Fair* on August 14, 2021. Staff from child care centers with Workforce Provider Agreements participated in this virtual professional development training event from 8:15 a.m. to 4:00 p.m.

Breakout sessions included topics on *“Early Learning Guidelines Focusing on Responsive Caregiving and Social and Emotional Development”*; *Trauma to Triumph: “How Are the Children?”*; and *“Breaking the Chain of Infection and Stopping the Spread of Diseases with an Emphasis on COVID-19”*. Child care staff who participated in this event received a certificate for 6.5 clock hours of training which can be credited toward the annual staff training hours requirement, and they participated in drawings for door prizes which included instructional carpets and activity calendars for classrooms.

A total of **167** child care staff and **15** child care center directors from **31** child care centers (of which **4** are Texas Rising Star (TRS)) participated in this virtual training event.

Double Sets of Manipulatives

The ECDQSP purchased double sets of manipulatives for infant and toddler classrooms at **30** Texas Rising Star (TRS) child care centers. Having two sets of manipulatives in these classrooms allows the children to always have access to these manipulatives. One set will always be in use and the other set will be being cleaned, disinfected, and sanitized. The double sets of manipulatives represent an investment of **\$62,609.00** in the infant and toddler classrooms at these child care centers.

Cleaning Supplies Distribution

During the fourth quarter of BCY2021, ECDQSP distributed cleaning supplies, i.e., a case of toilet paper; a case of paper towels; a case of bleach; a case of hand sanitizer; and bleach to **30** TRS child care providers during July 2021 an investment of \$6,621.90.

Professional Development Training Activities

Ms. Natasha Harris conducted a professional development training on *Minimum Standards Update* on July 1, 2021. A total of **65** child care staff attended this training.

Save the Date!!

The ECDQSP will host the **7th Annual Directors Symposium** virtually on Saturday, September 25, 2021, from 8:15 a.m. to 4:00 p.m. Training topics for this event will include breakout sessions on “*Simple Budgeting and Practical Money-Management Skills for Child Care Centers*”; “*COVID-19 Updates*” and “*Social Emotional Development*”.

INFORMATION ONLY

VI - 8. Texas Rising Star (TRS) Assessor Credential Training

BACKGROUND

The revised Texas Rising Star (TRS) Program Guidelines were implemented in January 2015. Texas Workforce Commission (TWC) Child Care Program and Policy staff collaborated with Board staff and child care providers conducting regional meetings in 2019 to conduct a 4-year review of the revised TRS Program Guidelines. As a result of these regional meetings, one of the recommendations that was presented and approved by the TWC Commissioners was the development of credential training for the TRS assessors. All TRS assessors must complete this training and receive this credential in order to continue in their role as TRS assessor. Board staff will provide an update on the TRS assessor credential training.

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.