

## PART 6.0 DEFINITIONS OF KEY TERMS

- A. **BOARD** refers to the Dallas County Local Workforce Development Board, Inc., dba Workforce Solutions Greater Dallas.
- B. **BOARD DISBURSEMENTS** means those funds disbursed to the Contractor by the Board pursuant to this Contract.
- C. **CHILD CARE ATTENDANCE AUTOMATION (CCAA)** is a Texas Workforce Commission system that is designed to accomplish three goals: (1) give parents the responsibility for reporting child care attendance, (2) ease the burden of child care claims on child care providers and child care contractor staff, and (3) provide tracking and independent verification that a child attended the child care facility.
- D. **CHILD CARE AND DEVELOPMENT FUND (CCDF)** funds provided by and through various acts of congress to improve the quality and availability of child care services. Most significant source of funding for CCA & Infant Toddler.
- E. **CHILD CARE SERVICES (CCS)** is the term used to describe the system of management and child care programs to ensure that appropriate child care is available to eligible low-income families, under several different programs. The system includes fiscal management; determination of eligibility and authorization of child care for customers; vendor recruitment, training, oversight, and payment via the CCS automated system; and promotion of resources and training to improve the availability and quality of child care in the community.
- F. **CHILD CARE PROVIDERS** are local child care facilities that execute a contract with the CCS Contractor to provide care for the CCS referred children.
- G. **CHOICES** is a term describing the service delivery model developed by TWC with primary emphasis on the employment of adult welfare recipients, including a “work first” strategy with private, unsubsidized employment at the earliest opportunity.
- H. **CONTRACTOR** refers to an entity which received financial assistance from the Board for the purpose of administering Board programs, projects, or parts thereof. A contract establishes a legal obligation to perform the services specified for agreed upon costs.
- I. **COST PRINCIPLES** refers to the fact that all costs reimbursed must be reasonable, necessary, allowable and allocable.
- J. **CUSTOMER** an Employer or Job Seeker who has requested assistance or determined to be eligible for a Board sponsored program. Job Seeker customers in specifically funded programs may have to be verified as being certified eligible to continue to receive services.
- K. **DEOBLIGATION** is the action by which the Board shall unilaterally withdraw and/or reduce part or all of any contracted funds from the Contractor.

- L. **ELIGIBLE APPLICANT** means an individual who has made application and been determined to be eligible for a Board sponsored program and must have been verified as meeting established eligibility criteria for that specifically funded program.
- M. **ENROLL/ENROLLMENT** the process whereby an individual who has been certified as eligible under this Contract is officially enrolled by the Board. For Board customers, enrollment requires acceptance by the State TWIST system for participation in Board and Contractor funded program. Other specific funding programs may also require acceptance into computerized records systems to be considered officially enrolled.
- N. **FINANCIAL MANUAL FOR GRANTS & CONTRACTS (FMGC)** refers to the document issued by the Texas Workforce Commission which incorporates uniform administrative and financial guidelines for all federal or state programs funded through the Commission. All Contractors are required to follow the guidelines provided therein. Please refer to the following website:  
[General Administrative, Cost & Audit Requirements for Grants - Texas Workforce Commission](#)
- O. **FORMERLY KNOWN AS FOOD STAMPS EMPLOYMENT AND TRAINING (FSE&T) - SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T)** – is a program to assist SNAP recipients to enter employment and training activities that promote long-term self-sufficiency, authorized under the Food Stamp Act of 1997, as amended by the Person Responsibility and Work Opportunity Reconciliation Act of 1996.
- P. **GRANT** means funds, from whatever source, awarded to the Board by the Texas Workforce Commission (TWC), an agency of the State of Texas.
- Q. **HISTORICALLY UNDERUTILIZED BUSINESS (HUB)** is a business at least fifty percent owned and operated by minority group members, as defined by State law. Federal regulations define Disadvantaged Business Enterprises (DBE) and Minority or Woman Owned Business enterprises (MWBE) as a publicly traded or privately owned business, at least fifty-one percent of which is owned by minority group members determined to be disadvantaged. Minority members include Black American, Hispanic Americans, American Women, Asian Pacific Americans, and Native Americans. Such businesses will be offered maximum opportunities to compete for Board contracts. To apply for HUB certification, go to <https://comptroller.texas.gov/purchasing/vendor/hub/>.
- R. **INCLUSION SERVICES** are services provided to children with disabilities (functional needs). Inclusion customers require assistance to perform major life activities or tasks that are within the typical chronological ranges of development.
- S. **INFANT TODDLER** is a project that provides assistance to CCA providers to provide better quality child care through resource rooms and purchase of equipment and other means.
- T. **LOCAL MATCH PROGRAM** is unmatched federal child care funds that are included in the allocation of child care funds to the Board. To utilize these funds, the child care contractor may write Local Match Agreements with public and private entities that qualify. This combined funding of local match and federal dollars provides additional child care services to Dallas County, enabling more parents to work or participate in training or education.

- U. **OUTREACH** is any activity that involves the collection, publication, and dissemination of information on program services directed toward possible youth participants. It is an active effort by program staff to encourage individuals in designated areas to avail themselves of program services.
- V. **PROGRAM INCOME** means income received by Contractor directly generated by a grant or subgrant supported activity or earned only because of the grant or subgrant (Reference: 20 CFR, 627.450). Such earnings include, but may not be limited to, income from fees for services, rental of property, or sale of commodities; interest earned on advances; and in the case of public or private non-profit agencies, revenues earned from a contract in excess of actual costs incurred in providing the contracted services. Program Income earned under Board funded programs must be reported to the Board and must be used only for Board purposes and for the program in which it was earned.
- W. **RELATIVE CHILD CARE** is the choice of a parent to select a provider who is a specific relative of the child (a great-grandmother or great-grandfather, a grandmother or grandfather, an aunt or uncle, or a sibling who is 18 years or older who does not reside in the home with the other children). Relative care providers are required to become listed through the Department of Family and Protective Services in order to be eligible to receive CCA subsidies.
- X. **STATE** means Texas Workforce Commission (also called "TWC") and/or the Governor of the State of Texas.
- Y. **SUPPORTIVE SERVICES** refers to services following an individual's assessment which are determined to be necessary to enable an individual eligible for program services under WIOA, but who cannot afford to pay for such services. Supportive services may include transportation, child care, counseling, and other reasonable expenses required for participation.
- Z. **TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)** A program provided through the Texas Department of Human Services to persons meeting certain residency, income and resource criteria as provided for under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) and the Temporary Assistance for Needy Families block grant.
- AA. **TERMINATION** means (a) any cessation of this Contract including, but not limited to, termination and cancellation of the Contract.
- BB. **TEXAS DEPARTMENT OF HEALTH AND HUMAN SERVICES** is the state agency responsible for providing social, financial, and medical services to low-income families and children, through funding from federal, state and local funds.
- CC. **TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES** is the state agency responsible for licensing and registering child care providers and for protection of abused and neglected children and adults.
- DD. **TEXAS WORKFORCE COMMISSION (TWC)** is the state agency that operates an integrated workforce development system through the consolidation of job training, employment and employment related education programs, including Choices, Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T), WIOA, Employment Services, and Child Care

Management System. TWC continues to administer the state employment compensation insurance system and the state employment service.

EE. **TEXAS WORKFORCE LEGISLATION** refers to Senate Bill 642 and House Bill 1863 which provide for a workforce consolidation plan and establish the Texas Workforce development system through the consolidation of job training, employment and employment related education programs; it will also administer the State's unemployment compensation insurance program and the Child Care Assistance System.

FF. **THE WORKFORCE INFORMATION SYSTEM FOR TEXAS (TWIST)** is the automated Management Information System; also called Customer Management System.

GG. **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)** signed into law on July 22, 2014. WIOA is landmark legislation designed to strengthen and improve our nation's public workforce system and help put Americans, especially youth and those with significant barriers to employment, back to work. WIOA supports innovative strategies to keep pace with changing economic conditions and seeks to improve coordination between the core WIOA and other Federal programs that support employment services, workforce development, adult education and literacy, and vocational rehabilitation activities. Complete Act may be found at: [www.doleta.gov](http://www.doleta.gov)

**TERMS NOT PARTICULARLY DEFINED** above or elsewhere in this document shall be construed as defined: in the CCDF; the Regulations, any amendments pursuant thereto; TWC Financial Manual for Grants and Contracts, (FMGC), TWIST Manual, state policy/issuances, or other applicable laws; or such usage as is commonly accepted by funding agencies and the Board.