

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

LETTER ID/NO.	KEYWORD	SUBJECT	DISTRIB. DATE	STATUS
<b>32-03, Change 1</b>	WIA	Workforce Investment Act: Updated <i>Workforce Investment Act Eligibility Guidelines</i>  EXPIRATION: Continuing RESCISSIONS: WD Letter 32-03	<b>01/07/08</b>	<b>Active</b>
<b>80-05, Change 1</b>	Administration	Senate Bill 286: Open Meetings and Public Information Training Requirements for Elected and Appointed Public Officials and Board Responsibilities under the Open Meetings Act and Public Information Act  EXPIRATION: Continuing RESCISSION: WD Letter 111-98	<b>03/19/08</b>	<b>Active</b>
<b>15-06, Change 5</b>	Board Planning	Extension of Texas Workforce Development Plans  EXPIRATION: Continuing RESCISSIONS: None	<b>04/29/08</b>	<b>Active</b>
<b>61-06, Change 2</b>	TANF/Choices; TWIST; WIA	Literacy and Numeracy Testing for Out-of-School Youth: <i>Revised Includes Attachment:</i> 1. WD Letter 61-06, Change 2, Attachment 1, Page 4  EXPIRATION: Continuing RESCISSIONS: Page 4 of WD Letter 61-06, Change 1, Attachment 1	<b>4/01/08</b>	<b>Active</b>
<b>02-07, Change 1</b>	Administration; General	Procurement of Workforce Services – <i>Update Includes Attachment:</i> 1. Contractual Relationships of Boards and Professional Employment Organizations under the Managing Director Approach  EXPIRATION: Continuing RESCISSIONS: WD Letter 02-07	<b>02/01/08</b>	<b>Active</b>
<b>06-07, Change 1</b>	TWIST	The Workforce Information System of Texas: New Data Integrity Process— <i>Update</i>  EXPIRATION: Continuing RESCISSIONS: WD Letter 06-07	<b>4/10/08</b>	<b>Rescinded and replaced by WD Letter 06-07, Change 2</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>06-07, Change 2</b>	TWIST; WIA	The Workforce Information System of Texas: New Data Integrity Process— <i>Update</i>  EXPIRATION: Continuing RESCISSIONS: WD Letter 06-07, Ch.1 TA Bulletin 184	<b>10/02/08</b>	<b>Active</b>
<b>37-07, Change 1</b>	All Programs	Workforce Investment Act: Application of Definitions of Credential, Degree/Diploma, and Certificate: <i>Clarification</i>  EXPIRATION: Continuing RESCISSIONS: WD Letter 37-07	<b>01/02/08</b>	<b>Active</b>
<b>41-07, Change 2</b>	FSE&T; TANF/Choices; TWIST	Verification Procedures for Choices and Food Stamp Employment and Training Participants in Job Search— <i>Additional Guidance</i> <i>Includes Attachment:</i> 1. Choices and Food Stamp Employment and Training Participant Self-Directed Job Search Verification Options for Local Workforce Development Boards  EXPIRATION: Continuing RESCISSIONS: WD Letter 41-07, Ch.1 (as of September 30, 2008)	<b>09/23/08</b>	<b>Active</b>
<b>46-07, Change 1</b>	WIA	Guidelines for Implementing Workforce Investment Act Waivers: <i>Update</i>  EXPIRATION: Continuing RESCISSIONS: None	<b>3/28/08</b>	<b>Active</b>
<b>48-07, Change 2</b>	Administration	New Contract Action Request Form <i>Includes Attachment:</i> 1. Contract Action Request and Local Activity Funds Designation Request  EXPIRATION: Continuing RESCISSIONS: None	<b>12/23/08</b>	<b>Active</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>52-07, Change 1</b>	Fiscal-Allocations	Fiscal Year 2008/Program Year 2007 Allocations, Amended WIA Dislocated Worker Allocations, and Performance Targets— <i>Update</i> (Author: Jenny Spann) <i>Includes Attachment:</i> 1. Project RIO Allocations – FY 2008 Supplemental Funding Allocation  EXPIRATION: Continuing RESCISSIONS: None	<b>6/17/08</b>	<b>Active</b>
<b>62-07, Change 1</b>	FSE&T; TANF/Choices; TWIST	Acceptable Verification and Required Documentation for Choices and Food Stamp Employment and Training Work Activities <i>Includes Attachment:</i> 1. Choices and FSE&T Verification and Documentation requirements  EXPIRATION: Continuing RESCISSIONS: WD Letter 62-07	<b>01/11/08</b>	<b>Active Attachment 1 rescinded and replaced by Attachment 1 to WD Letter 62-07, Ch. 2</b>
<b>62-07, Change 2</b>	FSE&T; TANF/Choices; TWIST	Acceptable Verification and Required Documentation for Choices and Food Stamp Employment and Training Work Activities— <i>Update</i> <i>Includes Attachment:</i> 1. Choices and FSE&T Verification and Documentation Requirements  EXPIRATION: Continuing RESCISSIONS: Attachment 1 to WD Letter 62-07, Change 1	<b>10/22/08</b>	<b>Active</b>
<b>01-08</b>	Dislocated Worker; Veterans; WIA	Workforce Investment Act Dislocated Worker Funds: Serving Exiting Military Service Members and Spouses of Active Military Service Members  EXPIRATION: Continuing RESCISSION: WD Letter 32-05	<b>01/04/08</b>	<b>Active</b>
<b>03-08</b>	TANF/Choices; TWIST	Choices: New Post-Employment Stipend for Parents Exempt Because of Caring for a Child under the Age of One  EXPIRATION: Continuing RESCISSION: None	<b>1/29/08</b>	<b>Active</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>04-08</b>	General	<p>Procedure for Updating Directory of Workforce Centers and Satellite Offices</p> <p><i>Includes Attachments:</i></p> <ol style="list-style-type: none"> <li>1. Office Directory Information Form (Y-9)</li> <li>2. Instructions for Completing Office Directory Information Form (Y-9)</li> </ol> <p>EXPIRATION: Continuing RESCISSIONS: WD Letter 53-00</p>	<b>3/28/08</b>	<b>Active</b>
<b>05-08</b>	Fiscal Admin	<p>Travel Rates and Regulations</p> <p>EXPIRATION: Continuing RESCISSION: WD Letter 61-05 WD Letter 61-05, Change 3</p>	<b>05/16/08</b>	<b>Active</b> <b>Page 5 rescinded by</b> <b>WD Letter 05-08, Ch.1</b>
<b>05-08, Change 1</b>	Fiscal Admin	<p>Travel Rates and Regulations - Update</p> <p><i>Includes Attachment:</i></p> <ol style="list-style-type: none"> <li>1. WD Letter 05-08, Ch.1, Attachment 1 (Page 5)</li> </ol> <p>EXPIRATION: Continuing RESCISSION: Page 5 of WD Letter 05-08</p>	<b>07/01/08</b>	<b>Active</b>
<b>06-08</b>	TANF/Choices	<p>The 2008 Earned Income Tax Credit for Employed Temporary Assistance for Needy Families Recipients and Other Low-Income Workers</p> <p>EXPIRATION: Continuing RESCISSION: WD Letter 05-07</p>	<b>01/22/08</b>	<b>Active</b>
<b>07-08</b>	Administration	<p>House Bill 1196: Repayment of Public Subsidies by Businesses Convicted of Knowingly Employing Undocumented Workers</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	<b>02/07/08</b>	<b>Active</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

08-08	Child Care; FSE&T; Project RIO; TANF/Choices; WIA	Implementation of the New Integrated Complaints, Hearings, and Appeals Rules <i>Includes Attachments:</i> 1. Chapter 823: Integrated Complaints, Hearings, and Appeals Matrix 2. Sample Written Determination (English and Spanish Versions) 3. Sample Customer Rights and Complaint Resolution and Customer Complaint Form (English and Spanish Versions) 4. Sample Complaint Log 5. Sample Notice of Board Hearing and Hearing Guidelines (English and Spanish Versions)  EXPIRATION: Continuing RESCISSIONS: None	04/29/08	Active
09-08	ES; UI	Assisting Unemployment Insurance Claimants at Texas Workforce Centers <i>Includes Attachment:</i> 1. Guidelines for a Productive Work Search  EXPIRATION: Continuing RESCISSIONS: None	02/15/08	Active
10-08	FSE&T	Food Stamp Employment and Training: A Comprehensive Guide  EXPIRATION: Continuing RESCISSIONS: WD Letter 62-98 WD Letter 12-03 WD Letter 13-03, Change 1 WD Letter 20-03 WD Letter 18-05, Change 1	5/29/08	Active
11-08	WIA	Workforce Investment Act: Updated <i>WIA Eligibility Guidelines: Income Guidelines Desk Reference</i> <i>Includes Attachment:</i> 1. WIA Eligibility Guidelines: Income Guidelines Desk Reference  EXPIRATION: Continuing RESCISSIONS: WD Letter 20-07, Ch.1	01/31/08	Rescinded and replaced by WD Letter 11-08, Change 1

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>11-08, Change 1</b>	WIA	<p>Workforce Investment Act: Updated <i>WIA Eligibility Guidelines: Income Guidelines Desk Reference</i>  <i>Includes Attachment:</i>                      1. WIA Eligibility Guidelines: Income Guidelines Desk Reference</p> <p>EXPIRATION: Continuing                      RESCISSIONS: WD Letter 11-08</p>	<b>05/06/08</b>	<b>Active</b>
<b>12-08</b>	Child Care	<p>Electronic Funds Transfer and Debit Card Payment to Child Care Providers  <i>Includes Attachments:</i>                      1. Electronic Funds Transfer/Debit Card Payment System Implementation Checklist                      2. Sample Authorization Form                      3. Side-by-Side Comparison of Current and New Payment Processing</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>03/05/08</b>	<b>Rescinded and replaced by WD Letter 12-08, Change 1</b>
<b>12-08, Change 1</b>	Child Care	<p>Child Care: Electronic Funds Transfer and/or Debit Card Payment to Providers—<i>Update</i> <i>Includes Attachments:</i>                      1. Electronic Funds Transfer and/or Debit Card Payment System Implementation Checklist                      2. Sample Authorization Form                      3. Side-by-Side Comparison of Current and New Payment Processing                      4. Electronic Funds Transfer Payment System Process Flow and Extract File</p> <p>EXPIRATION: Continuing                      RESCISSIONS: 12-08</p>	<b>06/10/08</b>	<b>Active</b>
<b>13-08</b>	Administration; All Programs; General	<p>Security of Personal Identity Data</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>04/01/08</b>	<b>Active</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>14-08</b>	ES; UI	Modifications to Unemployment Insurance Benefits System Access <i>Includes Attachment:</i> 1. Unemployment Insurance Benefits System Screens  EXPIRATION: Continuing RESCISSIONS: None	<b>03/19/08</b>	<b>Active</b>
<b>15-08</b>	FSE&T	New Food Stamp Exemption Policy for Adults Caring for Children Under Six Years of Age  EXPIRATION: Continuing RESCISSIONS: None	<b>03/24/08</b>	<b>Active</b>
<b>16-08</b>	Administration	Prevention and Detection of Fraud, Waste, Theft, and Program Abuse  EXPIRATION: Continuing RESCISSIONS: None	<b>05/06/08</b>	<b>Rescinded and replaced by WD Letter 16-08, Change 1</b>
<b>16-08, Change 1</b>	Administration	Prevention and Detection of Fraud, Waste, Theft, and Program Abuse – Update  EXPIRATION: Continuing RESCISSIONS: WD Letter 16-08	<b>10/28/08</b>	<b>Active</b>
<b>17-08</b>	Child Care	Verification of Child Support Using the Office of the Attorney General Child Support Division Portal  EXPIRATION: Continuing RESCISSIONS: None	<b>05/06/08</b>	<b>Rescinded and replaced by WD Letter 17-08, Change 1</b>
<b>17-08, Change 1</b>	Child Care	Verification of Child Support Using the Office of the Attorney General Child Support Division Portal: <i>Clarification</i>  EXPIRATION: Continuing RESCISSIONS: WD Letter 17-08	<b>05/14/08</b>	<b>Active</b>
<b>18-08</b>	WIA	Determining Minimum Self-Sufficiency Levels: Adjusted 2008 100% Lower Living Standard Income Level <i>Includes Attachment:</i> 1. 2008 100% Lower Living Standard Income Level Table  EXPIRATION: Continuing RESCISSIONS: WD Letter 39-07	<b>05/06/08</b>	<b>Active</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>19-08</b>	Fiscal - Allocations	<p>Fiscal Year 2009/Program Year 2008 Allocations and Planning Estimates  <i>Includes Attachment:</i>                      1. Summary of FY 2009/PY 2008 Allocations and Planning Estimates</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>05/05/08</b>	<b>Active</b>
<b>21-08</b>	Fiscal Admin	<p>Workforce Investment Act Rescission during Fiscal Year (FY) 2008  <i>Includes Attachment:</i>                      1. Workforce Investment Act (WIA) – Actual Rescission Amounts by LWDA</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>05/16/08</b>	<b>Active</b>
<b>22-08</b>	Child Care	<p>Updates to the Texas Rising Star Provider Certification Guidelines</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>06/23/08</b>	<b>Active</b>
<b>23-08</b>	WIA	<p>Workforce Investment Act Eligible Training Providers: Performance Requirements for Initial Eligibility  <i>Includes Attachment:</i>                      1. Texas' WIA Eligible training Provider Certification System – Notification of Board Performance Requirements (FORM – 4/08)</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>06/17/08</b>	<b>Active</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<p><b>25-08</b></p>	<p>Financial Reporting</p>	<p>Cash Draw and Expenditure Reporting System            Instructions for Allocations to Local Workforce Development Boards  <i>Includes Attachments:</i>            Attachment 1: Cost Category Matrix (Non-Child Care and Child Care)            Attachment 2: Cost Category Descriptions (Non-Child Care)            Attachment 3: General and Program Specific Reporting Requirements            Attachment 4: Plan for Achieving Increased Administrative Efficiencies: Guidelines            Attachment 5: Request for Reporting Excess Administrative Costs</p> <p>Expiration: Continuing            Rescissions: WD Letter 45-07</p>	<p><b>07/16/08</b></p>	<p><b>Active</b></p>
<p><b>26-08</b></p>	<p>Financial Reporting</p>	<p>Cash Draw and Expenditure Reporting System Instructions for Non-Allocated Funds to Local Workforce Development Boards and other Texas Workforce Commission Grantees  <i>Includes Attachments:</i>            Attachment 1. Cost Category Matrix–Non-Allocated Funding            Attachment 2. Cost Category Descriptions            Attachment 3. General Reporting Requirements for the Cash draw and Expenditure System</p> <p>Expiration: Continuing            Rescissions: None</p>	<p><b>11/6/08</b></p>	<p><b>Active</b></p>
<p><b>27-08</b></p>	<p>TANF/Choices;            TWIST; WIA</p>	<p>Guidelines for the Provision of Nonmonetary Incentives for Workforce Investment Act and Choices Participants</p> <p>EXPIRATION: Continuing            RESCISSIONS: None</p>	<p><b>10/23/08</b></p>	<p><b>Active</b></p>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

28-08	WOTC; WorkinTexas.com	<p>Work Opportunity Tax Credit Conditional Certification Process</p> <p><i>Includes Attachments:</i></p> <ol style="list-style-type: none"> <li>1. Sample Certificate of Release or Discharge from Active Duty Form DD214</li> <li>2. Sample Conditional Certification ETA Form 9062</li> <li>3. Sample Pre-Screening Notice and Certification Request for the Work Opportunity Credit IRS Form 8850</li> <li>4. Work Opportunity Tax Credit ES77 Database Instructions</li> <li>5. Work Opportunity Tax Credit ES77 Database Desk Aid</li> </ol> <p>EXPIRATION: Continuing RESCISSION: WD Letter 47-03 TA Bulletin 130</p>	07/22/08	Active
29-08	Child care	<p>Child Care Services Start-up Materials and Information for Fiscal Year 2009 Contracts</p> <p><i>Includes Attachments:</i></p> <ol style="list-style-type: none"> <li>1. Eligibility Code Card for Child Care Services</li> <li>2. Fiscal Year 2009 Child Care Service Delivery Application and Budget and Payment Application Start-up</li> <li>3. Fiscal Year 2009 Crosswalk of Accounting Codes (Direct Child Care)</li> <li>4. Information Related to Fiscal Year 2009 Crosswalk of Accounting Codes</li> <li>5. Fiscal Year 2009 Child Care Local Match Fact Sheet</li> </ol> <p>EXPIRATION: Continuing RESCISSIONS: WD Letter 44-07 (as of September 20, 2008) WD Letter 44-07, Change 1 (as of September 20, 2008)</p>	8/06/08	Active <b>Attachments 3 and 4 rescinded and replaced by Attachments 1 and 2 to 29-08, Change 1</b>
29-08, Change 1	Child Care	<p>Child Care Services Start-up Materials and Information for Fiscal Year 2009 Contracts – Update</p> <p><i>Includes Attachments:</i></p> <ol style="list-style-type: none"> <li>1. FY'09 Crosswalk of Accounting Codes (Direct Child Care)</li> <li>2. Information Related to Fiscal Year 2009 Crosswalk of Accounting Codes (Direct Child Care)</li> </ol> <p>EXPIRATION: Continuing RESCISSIONS: Attachments 3 &amp; 4 to WD Letter 29-08</p>	12/17/08	Active

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>31-08</b>	TWIST; WIA	<p>Statewide Youth Activities Provider List  <i>Includes Attachment:</i>                      1. The Workforce Information System of Texas (TWIST) WDA Administration Page Screenshot</p> <p>EXPIRATION: Continuing                      RESCISSIONS: WD Letter 36-04</p>	<b>9/15/08</b>	<b>Active</b>
<b>32-08</b>	Child Care	<p>Fiscal Year 2009 Continued Funding for Reimbursement Rate Increases Approved in Fiscal Year 2008</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>9/08/08</b>	<b>Active</b>
<b>34-08</b>	Child Care	<p>Implementation of Amended Chapter 809, Child Care Services Rules</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>8/26/08</b>	<b>Active</b>
<b>35-08</b>	Fiscal–Allocations	<p>Fiscal Year 2009/Program Year 2008 Allocations and Performance Targets  <i>Includes Attachments:</i>                      1. Texas Workforce Commission Summary of FY 2009/PY 2008 Allocations                      2. Performance Targets Overview for BCY09 Formally Contracted Performance Measures                      3. BCY09 Formally Contracted Performance Measure Target Attachment</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>8/25/08</b>	<b>Active</b>
<b>36-08</b>	Child Care	<p>Child Care during Temporary Interruptions in Work, Education, or Job Training</p> <p>EXPIRATION: Continuing                      RESCISSIONS: None</p>	<b>9/15/08</b>	<b>Active</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>39-08</b>	TANF/Choices	<p>Implementation of Amended Choices Rules <i>Includes Attachment:</i> 1. Chapter 811: Choices Rules Matrix</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	<b>10/03/08</b>	<b>Active</b>
<b>40-08</b>	TANF/Choices	<p>Local Memorandum of Understanding with Texas Department of State Health Services Contractors <i>Includes Attachments:</i> 1. MOU Template 2. Referral Form Packet</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	<b>10/03/08</b>	<b>Rescinded and replaced by WD Letter 40-08, Change 1</b>
<b>40-08, Change 1</b>	TANF/Choices	<p>Local Memorandum of Understanding with Texas Department of State Health Services Contractors—<i>Revised</i> <i>Includes Attachments:</i> 1. MOU Template—<i>Revised</i> 2. Referral Form Packet—<i>Revised</i></p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	<b>12/08/08</b>	<b>Active</b>
<b>41-08</b>	Child Care; ES; FSE&T; Performance; Project RIO; TANF/Choices; TWIST; WIA; WorkInTexas.com	<p>Workforce Automated Systems' Data Entry Deadlines for Board Contract Year 2009</p> <p>EXPIRATION: Continuing RESCISSIONS: WD Letter 61-07 (as of October 31, 2008)</p>	<b>10/03/08</b>	<b>Active</b>
<b>42-08</b>	Administration	<p>Board Contract Year 2009 Incentive Award Criteria <i>Includes Attachment:</i> 1. Board Classifications, Award Criteria, and Weighting for Board Contract Year 2009</p> <p>EXPIRATION: Continuing RESCISSIONS: WD Letter 60-07</p>	<b>10/15/08</b>	<b>Rescinded and replaced by WD Letter 42-08, Change 1</b>

## 2008 TWC WORKFORCE DEVELOPMENT LETTERS

<b>42-08, Change 1</b>	Administration; Performance	Board Contract Year 2009 Incentive Awards— <i>Update</i> <i>Includes Attachment:</i> 1. Board Classifications and Incentive Award Criteria for Board Contract Year 2009  EXPIRATION: Continuing RESCISSIONS: WD Letter 42-08	<b>12/18/08</b>	<b>Active</b>
<b>43-08</b>	Child Care	Documenting Child Support Income and Parent Cooperation with the Office of the Attorney General  EXPIRATION: Continuing RESCISSIONS: None	<b>12/18/08</b>	<b>Active</b>
<b>44-08</b>	Child Care	Child Care Services: Documentation of a Child's Age, Citizenship, or Immigration Status <i>Includes Attachment:</i> 1. Acceptable Documents to Verify Child's Citizenship or Immigration Status and Age  EXPIRATION: Continuing RESCISSIONS: None	<b>12/08/08</b>	<b>Active</b>