

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 162

Program: **Employment Service**

Subject: **Discontinuing the Use of Business Reply Mail Cards**

Date: **October 5, 2007**

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with guidance on discontinuing the use of Business Reply Mail (BRM) cards, specifically the E-10, *Referral Card*, and the E-58, *Employment Follow-Up Card*.

The U.S. Department of Labor has changed the method by which states are compensated for Employment Service-related postage. As a result, the Texas Workforce Commission (TWC) will discontinue producing and providing BRM cards under BRM Permit #12634.

BRM cards are easily identifiable by the “No Postage Necessary” stamp in the upper right-hand corner and the words “Business Reply Mail” in large print across the front of the card.

TWC has not been actively providing these cards for some time. However, Boards have been using their remaining stock of BRM cards. Beginning October 1, 2007:

- BRM cards will no longer be a valid correspondence method for use by Texas Workforce Center staff; and
- all remaining stock at the state level will be discarded, as should the remaining stock maintained by Boards.

Additionally, any BRM cards still in circulation after October 20, 2007, will not be mailed, but will be discarded by the U.S. Postal Service.

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to the assigned contract manager for your local workforce development area.