

2008 TWC WORKFORCE DEVELOPMENT LETTERS

LETTER ID/NO.	KEYWORD	SUBJECT	DISTRIB. DATE	STATUS
32-03, Change 1	WIA	Workforce Investment Act: Updated <i>Workforce Investment Act Eligibility Guidelines</i> EXPIRATION: Continuing RESCISSIONS: WD Letter 32-03	01/07/08	Rescinded and replaced by WD Letter 32-03, Change 2
80-05, Change 1	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	03/19/08	Active
15-06, Change 5	Board Planning	Extension of Texas Workforce Development Plans EXPIRATION: Continuing RESCISSIONS: None	04/29/08	Rescinded and replaced by WD Letter 15-06, Change 6
61-06, Change 2	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	4/01/08	Active
02-07, Change 1	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	02/01/08	Active
06-07, Change 1	TWIST	The Workforce Information System of Texas: New Data Integrity Process— <i>Update</i> EXPIRATION: Continuing RESCISSIONS: WD Letter 06-07	4/10/08	Rescinded and replaced by WD Letter 06-07, Change 2

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06-07, Change 2	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 EXPIRATION: Continuing RESCISSIONS: WD Letter 06-07, Ch.1 TA Bulletin 184	10/02/08	Rescinded and replaced by WD Letter 06-07, Change 3
37-07, Change 1	All Programs	Workforce Investment Act: Application of Definitions of Credential, Degree/Diploma, and Certificate: <i>Clarification</i> EXPIRATION: Continuing RESCISSIONS: WD Letter 37-07	01/02/08	Active
41-07, Change 2	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)	09/23/08	Active
46-07, Change 1	WIA	Guidelines for Implementing Workforce Investment Act Waivers: <i>Update</i> EXPIRATION: Continuing RESCISSIONS: None	3/28/08	Rescinded and replaced by WD Letter 03-10
48-07, Change 2	Administration	New Contract Action Request Form <i>Includes Attachment:</i> 1. Contract Action Request and Local Activity Funds Designation Request EXPIRATION: Continuing RESCISSIONS: None	12/23/08	Rescinded and replaced by WD Letter 04-10

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52-07, Change 1	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	6/17/08	Active
62-07, Change 1	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	01/11/08	Active Attachment 1 rescinded and replaced by Attachment 1 to WD Letter 62-07, Ch. 2
62-07, Change 2	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	10/22/08	Active
01-08	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	01/04/08	Active
03-08	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	1/29/08	Rescinded

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04-08	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"> 1. Office Directory Information Form (Y-9) 2. Instructions for Completing Office Directory Information Form (Y-9) <p>EXPIRATION: Continuing RESCISSIONS: WD Letter 53-00</p>	3/28/08	Active
05-08	Fiscal Admin	<p>Travel Rates and Regulations</p> <p>EXPIRATION: Continuing RESCISSION: WD Letter 61-05 WD Letter 61-05, Change 3</p>	05/16/08	Active Page 5 rescinded by WD Letter 05-08, Ch.1
05-08, Change 1	Fiscal Admin	<p>Travel Rates and Regulations - Update</p> <p><i>Includes Attachment:</i></p> <ol style="list-style-type: none"> 1. WD Letter 05-08, Ch.1, Attachment 1 (Page 5) <p>EXPIRATION: Continuing RESCISSION: Page 5 of WD Letter 05-08</p>	07/01/08	Active
06-08	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>	01/22/08	Rescinded and replaced by WD Letter 01-09
07-08	Administration	<p>House Bill 1196: Repayment of Public Subsidies by Businesses Convicted of Knowingly Employing Undocumented Workers</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	02/07/08	Active

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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

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11-08, Change 1	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>	05/06/08	Rescinded and replaced by WD Letter 06-09
12-08	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>	03/05/08	Rescinded and replaced by WD Letter 12-08, Change 1
12-08, Change 1	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: WD Letter 12-08</p>	06/10/08	Active
13-08	Administration; All Programs; General	<p>Security of Personal Identity Data</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	04/01/08	Active

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14-08	ES; UI	Modifications to Unemployment Insurance Benefits System Access <i>Includes Attachment:</i> 1. Unemployment Insurance Benefits System Screens EXPIRATION: Continuing RESCISSIONS: None	03/19/08	Active
15-08	FSE&T	New Food Stamp Exemption Policy for Adults Caring for Children Under Six Years of Age EXPIRATION: Continuing RESCISSIONS: None	03/24/08	Active
16-08	Administration	Prevention and Detection of Fraud, Waste, Theft, and Program Abuse EXPIRATION: Continuing RESCISSIONS: None	05/06/08	Rescinded and replaced by WD Letter 16-08, Change 1
16-08, Change 1	Administration	Prevention and Detection of Fraud, Waste, Theft, and Program Abuse – Update EXPIRATION: Continuing RESCISSIONS: WD Letter 16-08	10/28/08	Active
17-08	Child Care	Verification of Child Support Using the Office of the Attorney General Child Support Division Portal EXPIRATION: Continuing RESCISSIONS: None	05/06/08	Rescinded and replaced by WD Letter 17-08, Change 1
17-08, Change 1	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	05/14/08	Rescinded
18-08	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	05/06/08	Rescinded and replaced by WD Letter 32-09

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19-08	Fiscal - Allocations	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 EXPIRATION: Continuing RESCISSIONS: None	05/05/08	Active
21-08	Fiscal Admin	Workforce Investment Act Rescission during Fiscal Year (FY) 2008 <i>Includes Attachment:</i> 1. Workforce Investment Act (WIA) – Actual Rescission Amounts by LWDA EXPIRATION: Continuing RESCISSIONS: None	05/16/08	Active
22-08	Child Care	Updates to the Texas Rising Star Provider Certification Guidelines EXPIRATION: Continuing RESCISSIONS: None	06/23/08	Active
23-08	WIA	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) EXPIRATION: Continuing RESCISSIONS: None	06/17/08	Rescinded and replaced by WD Letter 16-09

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25-08	Financial Reporting	<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>	07/16/08	Rescinded and replaced by WD Letter 50-09
26-08	Financial Reporting	<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>	11/6/08	Active
27-08	TANF/Choices; TWIST; WIA	<p>Guidelines for the Provision of Nonmonetary Incentives for Workforce Investment Act and Choices Participants</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	10/23/08	Active

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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"> 1. Sample Certificate of Release or Discharge from Active Duty Form DD214 2. Sample Conditional Certification ETA Form 9062 3. Sample Pre-Screening Notice and Certification Request for the Work Opportunity Credit IRS Form 8850 4. Work Opportunity Tax Credit ES77 Database Instructions 5. Work Opportunity Tax Credit ES77 Database Desk Aid <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"> 1. Eligibility Code Card for Child Care Services 2. Fiscal Year 2009 Child Care Service Delivery Application and Budget and Payment Application Start-up 3. Fiscal Year 2009 Crosswalk of Accounting Codes (Direct Child Care) 4. Information Related to Fiscal Year 2009 Crosswalk of Accounting Codes 5. Fiscal Year 2009 Child Care Local Match Fact Sheet <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	Rescinded and replaced by WD Letter 37-09
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"> 1. FY'09 Crosswalk of Accounting Codes (Direct Child Care) 2. Information Related to Fiscal Year 2009 Crosswalk of Accounting Codes (Direct Child Care) <p>EXPIRATION: Continuing RESCISSIONS: Attachments 3 & 4 to WD Letter 29-08</p>	12/17/08	Rescinded and replaced by WD Letter 37-09

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31-08	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>	9/15/08	Active
32-08	Child Care	<p>Fiscal Year 2009 Continued Funding for Reimbursement Rate Increases Approved in Fiscal Year 2008</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	9/08/08	Active
34-08	Child Care	<p>Implementation of Amended Chapter 809, Child Care Services Rules</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	8/26/08	Active
35-08	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>	8/25/08	Active
36-08	Child Care	<p>Child Care during Temporary Interruptions in Work, Education, or Job Training</p> <p>EXPIRATION: Continuing RESCISSIONS: None</p>	9/15/08	Active

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39-08	TANF/Choices	Implementation of Amended Choices Rules <i>Includes Attachment:</i> 1. Chapter 811: Choices Rules Matrix EXPIRATION: Continuing RESCISSIONS: None	10/03/08	Active
40-08	TANF/Choices	Local Memorandum of Understanding with Texas Department of State Health Services Contractors <i>Includes Attachments:</i> 1. MOU Template 2. Referral Form Packet EXPIRATION: Continuing RESCISSIONS: None	10/03/08	Rescinded and replaced by WD Letter 40-08, Change 1
40-08, Change 1	TANF/Choices	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> EXPIRATION: Continuing RESCISSIONS: None	12/08/08	Active
41-08	Child Care; ES; FSE&T; Performance; Project RIO; TANF/Choices; TWIST; WIA; WorkInTexas.com	Workforce Automated Systems' Data Entry Deadlines for Board Contract Year 2009 EXPIRATION: Continuing RESCISSIONS: WD Letter 61-07 (as of October 31, 2008)	10/03/08	Rescinded and replaced by WD Letter 41-09
42-08	Administration	Board Contract Year 2009 Incentive Award Criteria <i>Includes Attachment:</i> 1. Board Classifications, Award Criteria, and Weighting for Board Contract Year 2009 EXPIRATION: Continuing RESCISSIONS: WD Letter 60-07	10/15/08	Rescinded and replaced by WD Letter 42-08, Change 1

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42-08, Change 1	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	12/18/08	Rescinded and replaced by WD Letter 45-09
43-08	Child Care	Documenting Child Support Income and Parent Cooperation with the Office of the Attorney General EXPIRATION: Continuing RESCISSIONS: None	12/18/08	Rescinded and replaced by WD Letter 43-08, Change 1
44-08	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	12/08/08	Active