

TEXAS WORKFORCE COMMISSION LETTER

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Allocations

To: Local Workforce Development Board Executive Directors
Commission Executive Staff
Integrated Service Area Managers



From: Luis M. Macias, Director, Workforce Development Division

Subject: **Reintegration Counselor Initiative: Funding for Reintegration
Counselor Services to Eligible Hurricane Katrina and Rita Evacuees**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with:

- information on the distribution of Reintegration Counselor Initiative (RCI) funds to nine Boards to provide services to eligible individuals impacted by Hurricanes Katrina and Rita;
- allowable uses of RCI funds; and
- a reporting schedule.

REFERENCE:

Workforce Investment Act, 20 C.F.R. Part 652 et al; Part 663; Part 667,
Subpart B; and Part 671

Technical Assistance Bulletin #107, issued January 4, 2006, and entitled
“Entering Reintegration Counselor Initiative Data into The Workforce
Information System of Texas”

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. Federal and state laws, rules, policies, and required procedures with a “No Local Flexibility” rating are indicated by the acronym, **NLF**, in the margin to the right of the applicable paragraph. Additionally, all information with a “No Local Flexibility” rating is indicated by “must” or “shall.”

Failure to comply with the federal and state laws, rules, policies, and required procedures with a “No Local Flexibility” rating may result in corrective action, up to and including sanction and penalty.

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All guidance or recommended practices with a “Local Flexibility” rating are indicated by the acronym, **LF**, located in the margin to the right of the applicable paragraph. Additionally, guidance or recommended practices with a “Local Flexibility” rating are indicated by “may” or “recommend.”

Boards are not subject to corrective action for failure to comply with guidance or recommended practices with a “Local Flexibility” rating.

BACKGROUND:

In response to Hurricanes Katrina and Rita, Texas applied for RCI funds from the U.S. Department of Labor (DOL). On October 6, 2005, DOL awarded Texas \$2.5 million in RCI funds, which will be used to hire 25 Reintegration Counselors and support their service delivery efforts with equipment, space, communications support, and mobility.

The Reintegration Counselors’ connection to the Texas workforce system is critical to ensuring that hurricane-impacted individuals have access to the full array of employment, training, education, and human services. The goal of RCI is to quickly place Reintegration Counselors to offer services to hurricane-impacted individuals and support their successful reemployment and reintegration.

On November 1, 2005, the Texas Workforce Commission (Commission) determined that RCI funds will be made available to nine Boards, based on the heavy concentration of hurricane-impacted individuals in the Boards’ local workforce development areas (workforce areas).

The Commission will distribute \$100,000 per Reintegration Counselor to each of the nine Boards for the purpose of acquiring (through direct hire or a contractual arrangement) and supporting the Reintegration Counselor(s) for a period of four to six months. This includes providing the necessary orientation, tools, supplies, equipment, space, and other support as needed. Attachment 1 provides RCI distribution amounts for the nine Boards.

PROCEDURES:

RCI Allowable Services

Boards must ensure that RCI funds are expended immediately on the temporary employment of Reintegration Counselors.

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A Board may acquire additional Reintegration Counselors and support staff as long as the Board does not exceed its amount of RCI funds.

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Boards must be aware that—in accordance with 20 C.F.R. §667.210(b)—there is a five-percent limitation on administrative costs under this grant. Boards must enumerate administrative costs in the budget and may include those costs permitted by 20 C.F.R. §667.210(b) and (c) and §667.220(c)(2).

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Boards also must ensure that Reintegration Counselors:

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- Become familiar with the Texas workforce system; Texas Workforce Centers in the workforce area; the local human and social service network; and federal, state, and local strategies established in response to the hurricanes, particularly those services targeted on workforce strategies.
- Learn how to access the full array of local programs and services that can assist hurricane-impacted individuals in reestablishing normalcy and self-sufficiency, especially services funded through DOL.
- Provide feedback to the Board on special programs and services necessary to meet the needs of hurricane-impacted individuals.
- Participate in DOL-sponsored conference calls and the national communication network of Reintegration Counselors to share information and resources and provide feedback on the effort.
- Report and communicate on RCI activities to the Board, as outlined in the *Reintegration Counselor Initiative Contract* under “Statement of Work.”

RCI Reporting

Boards receiving RCI funds must submit monthly progress reports to the Commission by the due dates listed in Attachment 2.

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Boards must use the *Texas Workforce Commission Monthly and Final Progress Report Form*, included as Attachment A-2 in the Boards’ *Reintegration Counselor Initiative Contracts*, to submit monthly reports to the Commission.

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As instructed in Technical Assistance Bulletin #107, the RCI-funded Boards must also register eligible hurricane-impacted individuals in The Workforce Information System of Texas (TWIST) using the new Sub Fund, **30 – RC Project (Reintegration Counselor)**, with **Fund Source 1 – Onestop**. Boards must collect and maintain, at a minimum, the following data elements in TWIST on hurricane-impacted individuals served by the Reintegration Counselors funded under this initiative:

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- Name and address of the hurricane-impacted individual served
- Social Security number
- Host state
- Original state of residence
- Referral information (all fields under *Needs* tabs)
- Counseling notes

INQUIRIES:

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

ATTACHMENTS:

Attachment 1: Texas Workforce Commission Distribution of Reintegration
Counselor Initiative Funds

Attachment 2: Texas Workforce Commission Reintegration Counselor Initiative
Reporting Schedule

Rescissions: None	Expiration: Continuing
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