

## TEXAS WORKFORCE COMMISSION LETTER

**ID/No:** WD 13-06, Change 2

**Date:** June 26, 2006

**Keywords:** Hurricanes  
Katrina/Rita; Fiscal –  
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 Hurricanes Katrina and Rita Evacuees:  
Update**

---

### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with an updated Reporting Schedule and the U.S. Department of Labor's (DOL) job description for Reintegration Counselors, which apply to Boards receiving Reintegration Counselor Initiative (RCI) funds.

### **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:**

Attachment 1 of WD Letter 13-06, Change 1 contains a Reporting Schedule that reflects the previous contract end date of June 30, 2006. The updated Reporting Schedule, included as Attachment 1 to this WD Letter, covers the additional time granted under the no-cost contract extension through September 30, 2006.

Attachment 2 provides DOL’s Reintegration Counselor job description, which states that Reintegration Counselors must possess, at a minimum, a college degree. A master’s degree is preferred, particularly in counseling, social work, guidance counseling, career guidance, or a similar subject that positions the Reintegration Counselor to provide reintegration counseling to individuals experiencing a wide array of complex life issues.

**PROCEDURES:**

Boards receiving a contract extension through September 30, 2006, must:

- destroy Attachment 1 of WD Letter 13-06, Change 1; and
- replace it with the updated Reporting Schedule, included as Attachment 1 to this WD Letter.

NLF

All Boards, regardless of whether they are receiving a contract extension, must ensure that hired Reintegration Counselors meet, at a minimum, the qualifications described in Attachment 2 to this WD Letter.

NLF

The information in WD Letter 13-06, Change 1 continues in effect for Boards whose RCI contracts will close out on June 30, 2006.

**ACTIONS REQUIRED:**

Boards must ensure that appropriate staff is apprised of and complies with the requirements in this WD Letter.

**INQUIRIES:**

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

**ATTACHMENTS:**

Attachment 1: Texas Workforce Commission Reintegration Counselor Initiative Updated Reporting Schedule

Attachment 2: Hurricane Reintegration Career and Life Counselors Job Description

Rescissions: Attachment 1 of WD Letter 13-06, Change 1	Expiration: Continuing
--	------------------------