

## TEXAS WORKFORCE COMMISSION LETTER

**ID/No:** WD 15-04, Change 1

**Date:** November 5, 2004

**Key Word:** Veterans/TWIST

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

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

**Subject:** **Documenting Eligibility Information for Veterans and Other Eligible Persons in The Workforce Information System of Texas and WorkInTexas.com: Correction**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with corrected terminology on Page 1 of WD Letter 15-04, issued November 3, 2004, and entitled “Documenting Eligibility Information for Veterans and Other Eligible Persons in The Workforce Information System of Texas and WorkInTexas.com.”

### **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:**

Page 1 of WD Letter 15-04, included as Attachment 1 to this WD Letter, contains the following revision under the Purpose section:

- “Disabled Veterans’ Outreach Program/Local Veterans’ Outreach Representative staff” has been changed to read, “**Disabled Veterans’ Outreach Program/Local Veterans’ Employment Representative staff.**”

**PROCEDURES:**

Boards must:

- destroy Page 1 of WD Letter 15-04; and
- replace it with the corrected Page 1, included as Attachment 1 to this WD Letter.

NLF

The remainder of the information in WD Letter 15-04 and its five attachments continues in effect.

**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.

**ATTACHMENT:**

Attachment 1: WD Letter 15-04, Change 1, Attachment 1 (Page 1)

Rescissions: Page 1 of WD Letter 15-04	Expiration: Continuing
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