

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 15-06, Change 3

Date: February 2, 2007

Keyword: Board Planning

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



From: Laurence M. Jones, Director, Workforce Development Division

Subject: **Texas Workforce Development Board Planning Guidelines for Fiscal Year 2007-2008: Update**

PURPOSE:

To provide Texas Workforce Development Boards (Boards) with updated guidance on the development and submission of data for Question a.2, regarding the planned service mix, in Appendix 1 of Fiscal Year 2007–2008 (FY'07–'08) Board plans.

REFERENCE:

- WD Letter 15-06, issued March 23, 2006, and entitled “Texas Workforce Development Board Planning Guidelines for Fiscal Years 2007-2008”
- WD Letter 15-06, Change 1, issued June 8, 2006, and entitled “Texas Workforce Development Board Planning Guidelines for Fiscal Years 2007-2008: Update”
- WD Letter 57-06, issued August 23, 2006, and entitled “Fiscal Year 2007/Program Year 2006 Allocations and Performance Targets, and Revised Fiscal Year 2007/Program Year 2006 Workforce Investment Act Adult and Youth Formula Allocations”
- WD Letter 57-06, Change 1, issued October 10, 2006, and entitled “Fiscal Year 2007/Program Year 2006 Allocations and Performance Targets, and Revised Fiscal Year 2007/Program Year 2006 Workforce Investment Act Adult and Youth Formula Allocations”

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:

On March 23, 2006, the Texas Workforce Commission (Commission) issued the Board Planning Guidelines for FY’07–’08. When it became apparent that the Department of Labor would not provide state Workforce Investment Act (WIA) funding allocations prior to the deadline for local plan submission, Boards were advised through WD Letter 15-06, Change 1, issued June 8, 2006, and entitled “Texas Workforce Development Board Planning Guidelines for Fiscal Year 2007–2008: *Update*,” to omit the response to Question a.2 in Appendix 1 of the planning guidelines. This question addresses the planned service mix, which could not be accurately calculated in the absence of WIA funding allocations.

WD Letter 15-06, Change 1, further advised Boards that additional guidance on the submission of program size and service mix data—to be addressed through a plan amendment—would be forthcoming.

WIA funding allocations were provided to the Boards through WD Letter 57-06, issued August 23, 2006, and WD Letter 57-06, Change 1, issued October 10, 2006, both entitled “Fiscal Year 2007/Program Year 2006 Allocations and Performance Targets, and Revised Fiscal Year 2007/Program Year 2006 Workforce Investment Act Adult and Youth Formula Allocations.”

With WIA funding allocations in place, this WD Letter provides Boards with updated guidance for the preparation and submission of Question a.2, Appendix 1 data as a plan amendment.

This WD Letter supersedes and rescinds WD Letter 15-06, Change 2, and its three attachments, issued January 4, 2007, and entitled “Texas Workforce Development Board Planning Guidelines for Fiscal Year 2007-2008: *Update*.”

PROCEDURES:

Boards must complete and submit Attachment 1, *Participants Served by Funding Source*, as an amendment to the FY’07–’08 Board plans.

NLF

Boards must provide the following information on Attachment 1: NLF

- the total number of planned participants by funding source;
- the total number of planned participants to be placed in training;
- the total number of planned employers to be served; and
- the total annual unduplicated count of job seekers to be served.

Further, Boards must include only the information for the funding sources from October 1, 2006, to September 30, 2007. NLF

Boards must provide the most accurate planned numbers available and be prepared to justify these planned numbers based upon historical performance during the plan amendment review process. NLF

Boards must submit plan amendments and supporting documentation no later than February 9, 2007. NLF

Boards may submit plan amendments electronically to Board.Plans@twc.state.tx.us. Although electronic submission is preferred, Boards also may submit hard copies of amendments to: LF

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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: Participants Served by Funding Source

Rescissions: WD Letter 15-06, Change 2	Expiration: Continuing
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