

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 15-06, Change 4

Date: April 11, 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 Years 2007–2008: *Plan Modifications***

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidelines for the development and submission of the Board plan modifications.

REFERENCE:

Texas Workforce Commission Local Workforce Development Boards Rules:
40 TAC §801.17

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 3, issued February 2, 2007, and entitled “Texas Workforce Development Board Planning Guidelines for Fiscal Year 2007–2008: *Update*”

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:

Fiscal Year 2008 (FY’08), the second year of the two-year planning cycle, covers the period from October 1, 2007, to September 30, 2008. Plan modifications are required in order to update information in the current plan and to respond to any new direction adopted by the Texas Workforce Commission (Commission) for local implementation. Based on guidance provided by the Commission at its November 15, 2006, meeting, the plan modifications must consider regional economic conditions and local industry cluster initiatives in the development of a high-priority occupations list for targeting training resources.

This WD Letter provides information and guidelines for the development and submission of the Board plan modifications.

This WD Letter supersedes and rescinds the following:

- WD Letter 30-05, issued May 3, 2005, and entitled “Modification Guidelines for the October 1, 2005, to September 30, 2006, Local Workforce Development Board Plan”
- WD Letter 30-05, Change 1, issued May 6, 2005, and entitled “Modification Guidelines for the October 1, 2005, to September 30, 2006, Local Workforce Development Board Plan: Change”
- WD Letter 30-05, Change 2, issued June 9, 2005, and entitled “Modification Guidelines for the October 1, 2005, to September 30, 2006, Local Workforce Development Board Plan: Clarification”
- WD Letter 15-06, Ch. 1, issued June 8, 2006, and entitled “Texas Workforce Development Board Planning Guidelines for Fiscal Years 2007–2008: *Update*”

PROCEDURES:

Boards must submit their plan modifications *no later than July 6, 2007.*

NLF

Boards must:

- e-mail their plan modifications, consisting of a narrative section and appendices, to: Board.Plans@twc.state.tx.us;
- scan and submit Appendix 7, Memoranda of Understanding, in Adobe PDF format; and
- complete and submit Appendix 9 (Attachment 3 to this WD Letter) indicating the page number of all new information as well as any revisions or additions to the existing narrative. (New information in Appendix 9 is italicized.)

NLF

If a Board does not have scanning capability, it may transmit the original signature pages to the Commission in hard copy to the following address:

Ms. Jennifer Jacob
Texas Workforce Commission
101 East 15th Street, Room 440T
Austin, Texas 78778-0001

State allocations for FY'08 have not been released by the U.S. Department of Labor; therefore, Boards cannot accurately plan program services or determine the appropriate number of customers to be served. Boards must be aware that at this time they *are not required* to submit a response to Question a.2 in Appendix 1, regarding the planned service mix. This information will not be considered during the plan review and approval process but will be addressed in a future plan amendment.

Once the Commission receives the information necessary to calculate Board allocations, the Commission will provide additional guidance regarding the submission of information on program size and service mix.

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 Development Board Plan Modifications Guidelines
- Attachment 2: Appendix 2: List of High-Priority Occupations Identified through Direct Employer Input and Labor Market Analysis
- Attachment 3: Appendix 9: Texas Workforce Development Board Plan Modifications Guidelines: Review Criteria

Rescissions: WD Letter 30-05	Expiration: Continuing
WD Letter 30-05, Change 1	
WD Letter 30-05, Change 2	
WD Letter 15-06, Change 1	