

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 25-10, Change 1
<b>Date:</b>	July 9, 2010
<b>Keyword:</b>	Recovery Act; TANF; TWIST; UI; WIA
<b>Effective:</b>	Immediately

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



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

**Subject:** **American Recovery and Reinvestment Act of 2009/Temporary Assistance for Needy Families: Subsidized Summer Youth Employment Program Implementation Guide—Update**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with the *Subsidized Summer Youth Employment Program Implementation Guide* (guide), which includes:

- information on Subsidized Summer Youth Employment Program (SSYEP) eligibility and low-income requirements;
- procedures for documenting and verifying eligibility; and
- standardized forms to assist Boards in collecting and documenting the information necessary to verify SSYEP eligibility criteria.

**This WD Letter updates the guide as follows:**

- **Page 3, under Eligibility Requirements, the requirement that “youth is not a foster youth” is removed; and**
- **Page 4, under Low Income, additional information regarding youth not currently living in a household due to temporary or voluntary residence elsewhere is added.**

**The information in the WD Letter remains unchanged.**

### **CHANGES TO WD LETTER 25-10, Attachment 1:**

New information in this WD Letter is indicated by:

- A ~~strikethrough~~ of the original language, which indicates that language has been deleted; and
- **Bold** typeface, which indicates new or clarifying language.

**BACKGROUND:**

WD Letter 16-10, Change 1, issued May 4, 2010, and entitled, “American Recovery and Reinvestment Act of 2009/Temporary Assistance for Needy Families: Subsidized Summer Youth Employment Program,” and subsequent issuances, provide Boards with initial information and guidance on SSYEP.

The SSYEP guide provides Boards with the detailed guidance and information necessary to implement SSYEP.

The guide comprises four parts:

- A: Eligibility and Low-Income Requirements
- B: Eligibility Documentation Log
- C: Eligibility Documentation Forms
- D: Income Guidelines

**PROCEDURES:**

Boards must use the *Subsidized Summer Youth Employment Program Implementation Guide*, included as Attachment 1.

**NLF**

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**ATTACHMENT:**

Attachment 1: Subsidized Summer Youth Employment Program Implementation Guide

**RESCISSIONS:**

WD Letter 25-10

**REFERENCE:**

- American Recovery and Reinvestment Act of 2009 (Public Law 111-5)
- WD Letter 26-08, issued November 5, 2008, and entitled “Cash Draw and Expenditure Reporting System Instructions for Non-Allocated Funds to Local Workforce Development Boards and other Texas Workforce Commission Grantees”
- WD Letter 44-09, Change 2, issued January 4, 2010, and entitled “American Recovery and Reinvestment Act of 2009: Cash Draw and Expenditure Reporting System Instructions and Other Reporting Information for Local Workforce Development Boards and Other Grantees—*Update*”
- WD Letter 13-10, Change 1, issued June 8, 2010, and entitled, “Texas Back-to-Work Initiative—Subsidized Employment—*Update*”
- WD Letter 16-10, Change 1, issued June 10, 2010, and entitled, “American Recovery and Reinvestment Act of 2009/Temporary Assistance for Needy Families: Subsidized Summer Youth Employment Program—*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. All information with an NLF rating is indicated by “must” or “shall.”

**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 information with an LF rating is indicated by “may” or “recommend.”