

## TEXAS WORKFORCE COMMISSION LETTER

**ID/No:** WD 33-00, Change 2

**Date:** March 21, 2006

**Keyword:** Charitable Choice

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

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

**Subject:** Charitable Choice Quarterly Report: Updated Procedures Correction

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with corrected point of contact information on Pages 3 and 4 of WD Letter 33-00 Change 1, issued September 29, 2003, and entitled "Charitable Choice Quarterly Report: Updated Procedures."

### **REFERENCE:**

WD Letter 33-00 Change 1, issued September 29, 2003, and entitled "Charitable Choice Quarterly Report: Updated Procedures"

### **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 3 of WD Letter 33-00, Change 1, included in Attachment 1 to this WD Letter, contains the following revision:

- “If a Board cannot meet the due date, the Charitable Choice liaison must notify [charitable.choice@twc.state.tx.us](mailto:charitable.choice@twc.state.tx.us).”

Page 4 of WD Letter 33-00, Change 1, included in Attachment 1 to this WD Letter, contains the following revision under the Inquiries section:

- “Direct inquiries to [charitable.choice@twc.state.tx.us](mailto:charitable.choice@twc.state.tx.us).”

**PROCEDURES:**

Boards must:

- destroy Pages 3 and 4 of WD Letter 33-00, Change 1; and
- replace it with the corrected Pages 3 and 4, included in Attachment 1 to this WD Letter.

NLF

The remainder of the information in WD Letter 33-00, Change 1 and its attachment 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 33-00, Change 2, Attachment 1 (Pages 3 and 4)

Rescissions: Pages 3 and 4 of WD Letter 33-00, Change 1	Expiration: Continuing
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