

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 34-07
Date: May 22, 2007
Keyword: WIA; Adult Basic Education; Rapid Response
Effective: Immediately

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



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

Subject: **Coordination of Rapid Response Services with Adult Education Providers**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with guidance for coordinating Rapid Response services with local adult education providers.

BACKGROUND:

Rapid Response provides early intervention assistance designed to transition workers affected by a layoff event to their next employment as soon as possible. Boards' Rapid Response services may include:

- WorkInTexas.com access;
- job search assistance;
- labor market information;
- group stress management seminars; and
- group financial management seminars.

Adult Basic Education (ABE)—funded under Title II of the Workforce Investment Act (WIA)—provides comprehensive English literacy services with basic instruction in reading, writing, and mathematics to adult learners. ABE programs are available in all local workforce development areas (workforce area) and include:

- no-cost basic education services;
- General Educational Development (GED) test preparation; and
- English as a second language (ESL) services.

While many dislocated workers access ABE services through a Texas Workforce Center and by developing an Individual Employment Plan, some workers begin

accessing these services during Rapid Response. When a layoff event includes workers with service needs related to basic skills development or English literacy, adult education providers are important partners in providing ABE services.

PROCEDURES:

Boards must ensure that Texas Workforce Center staff coordinates Rapid Response services with adult education providers.

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Upon notification of a pending layoff, Boards must ensure that Texas Workforce Center staff:

NLF

- ascertains—as soon as possible—whether the affected workers have service needs related to basic skills development or English literacy and will benefit from ABE services; and
- coordinates with and enlists the assistance of adult education providers in planning appropriate education services.

Note: Early notification allows providers sufficient lead time to develop a specific instructional response to address the remediation needs of workers. ABE services often can be aligned with a specific focus on high-growth, high-demand occupations in the workforce area.

The Texas Center for the Advancement of Literacy and Learning maintains a Directory of Literacy Providers at <http://www-tcall.tamu.edu/provider/search.htm>, which provides Boards with a list of their local adult education program directors.

INQUIRIES:

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

RESCISSIONS:

None

REFERENCE:

- Workforce Investment Act, Chapter 3, §121(b)(iii)
(<http://www.doleta.gov/usworkforce/wia/act.cfm>)
- Workforce Investment Act, Final Rule, 20 C.F.R. §665.300 - §665.320
- Destination 2010: FY2004 – FY2009 Strategic Plan for the Texas Workforce Development System*: CU 3.0 (2007 Update)
(<http://www.governor.state.tx.us/divisions/twic/mandate/view>)
- Workforce Investment Act State Plan for 2005–2007
(http://www.twc.state.tx.us/boards/wia/state_plan/state_plan.html)
- Texas Workforce Commission Workforce Investment Act Rules: 40 TAC §841.37
([http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=3&ti=40&pt=20](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=3&ti=40&pt=20))

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.”