

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 48-07
<b>Date:</b>	August 24, 2007
<b>Keyword:</b>	Administration
<b>Effective:</b>	Immediately

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



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

**Subject:** **New Procedures for Contract Action Requests**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with:

- new procedures for requesting contract actions that affect existing contracts or result in the development of a new contract between Boards and the Texas Workforce Commission (Commission); and
- the new Contract Action Request (CAR) form and instructions.

### **BACKGROUND:**

The simplified procedures for requesting contract actions and the new CAR form and instructions, included as Attachment 1 to this WD Letter, evolved from a Commission effort to streamline the process for requesting and reviewing contract actions between Boards and the Commission.

The new procedures are designed to increase flexibility by allowing Boards to use one starting point for:

- requesting additional funds;
- transferring funds;
- requesting no-cost contract extensions;
- initiating Workforce Investment Act (WIA) Local Activity Fund designation requests; and
- making other contract modification requests.

The new procedures apply to:

- WIA;
- Food Stamp Employment and Training;
- Temporary Assistance for Needy Families;
- Child Care;
- Project Reintegration of Offenders;

- Trade Adjustment Assistance; and
- Employment Service.

**PROCEDURES:**

When submitting a CAR, Boards must:

NLF

- complete the appropriate portions of the CAR form; and
- e-mail the completed CAR form to their assigned senior contract manager.

Boards will receive an e-mail acknowledging receipt of the CAR form from their assigned senior contract manager by the next business day. Board requests will be approved or denied within 14 days of receipt of the CAR form, unless additional information or negotiation is required.

**INQUIRIES:**

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

**ATTACHMENT:**

Attachment 1: Contract Action Request form and Instructions

**RESCISSIONS:**

None

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**REFERENCE:**

Workforce Investment Act §133(b)(4)  
Workforce Investment Act §166(h)(3)  
Wagner-Peyser Act (20 C.F.R. Part 652)  
Trade Adjustment Assistance for Workers under the Trade Act of 1974, Title II, Chapter 2,  
Subchapters B and D  
Texas Labor Code, Chapters 306 and 307, and §302.002(b)

**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.”