

**TEXAS WORKFORCE COMMISSION LETTER**

<b>ID/No:</b>	WD 48-07, Change 1
<b>Date:</b>	September 17, 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: *Update***

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**PURPOSE:**

To provide Local Workforce Development Boards (Boards) with additional information on page 2 of WD Letter 48-07, issued August 24, 2007, and entitled “New Procedures for Contract Action Requests.”

**BACKGROUND:**

Attachment 1 to this WD Letter adds the following item to the last bulleted list under Background:

- Other Board contracts

**PROCEDURES:**

Boards must:

- remove page 2 of WD Letter 48-07; and
- replace it with the corrected Page 2, included as Attachment 1 to this WD Letter.

NLF

The remainder of the information in WD Letter 48-07 continues in effect.

**INQUIRIES:**

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

**ATTACHMENT:**

Attachment 1: WD Letter 48-07, Change 1, Attachment 1 (Page 2)

**RESCISSIONS:**

Page 2 of WD Letter 48-07

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**REFERENCE:**

WD Letter 48-07 issued August 24, 2007, and entitled “New Procedures for Contract Action Requests”

**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.”