

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 56-09
<b>Date:</b>	November 30, 2009
<b>Keyword:</b>	Recovery Act; TANF/Choices
<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:** **Temporary Assistance for Needy Families Subsidized Employment Initiatives**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with information and guidance on:

- the use of Temporary Assistance for Needy Families (TANF) funds for subsidized employment initiatives; and
- the submission of the TANF Subsidized Employment Initiative Plan for Boards implementing this initiative.

### **BACKGROUND:**

Under the American Recovery and Reinvestment Act (ARRA) of 2009, states with increases in TANF spending for subsidized employment qualify to receive additional TANF funds.

On November 10, 2009, the Texas Workforce Commission (Commission) approved the use of \$2 million in TANF funds for subsidized employment initiatives.

### **PROCEDURES:**

Boards may use TANF funds for the following two initiatives:

- **Subsidized Employment Programs**—Subsidized employment is designed to help low-income participants enter the labor market by acquiring work experience and enhancing connections to employers. By combining time-limited, paid employment with a comprehensive set of services—including activities designed to remove barriers and to provide education and training—participants develop skills that prepare them for workplace success.

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- Youth Employment Programs—Subsidized youth employment sites are developed for school-age youth, ages 14–18, and consist of training suitable for youth who would benefit from a hands-on learning environment. Youth employment provides a strong incentive for employers to hire and train youth for an occupation not requiring classroom-based learning. The Commission is interested in programs that serve out-of-school youth, as well as in-school youth.

To receive available TANF funds, Boards must submit a TANF Subsidized Employment Initiative Plan (Attachment 1) to Loretta Robertson, Workforce Policy and Program Assistance, at [loretta.robertson@twc.state.tx.us](mailto:loretta.robertson@twc.state.tx.us), by December 31, 2009.

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Boards must ensure that the TANF Subsidized Employment Initiative Plan includes, at a minimum:

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- a description of the subsidized employment activity, including whether the program:
  - is targeted to in-school or out-of-school youth; and
  - is a year-round or summer program; and
- the expected results of the subsidized employment activity, including:
  - number of individuals;
  - number of employers or providers; and
  - estimated funds to be expended.

When developing the TANF Subsidized Employment Initiative Plan, Boards must be aware of the following eligibility requirements:

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- Subsidized Employment Programs—adult TANF recipients, noncustodial parents, Supplemental Nutrition Assistance Program benefit recipients, or individuals with children and with an annual household income of less than \$37,000
- Youth Employment Programs—school-age youth (ages 14–18)

Boards' Youth Employment Programs may:

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- be targeted to in-school or out-of-school youth; and
- be summer or year-round programs.

Boards must be aware of the following:

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- The Commission will review Boards' TANF Subsidized Employment Initiative Plans for approval or subsequent modification.
- Upon approval, Boards will be notified in writing and will be provided with additional guidance.
- The Commission will issue a separate contract for subsidized employment activities.

**INQUIRIES:**

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

**ATTACHMENT:**

Attachment 1: TANF Subsidized Employment Initiative Plan

**RESCISSIONS:**

None

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**REFERENCE:**

American Recovery and Reinvestment Act of 2009 (Public Law 111-5)  
U.S. Department of Health and Human Services, Administration for Children and Families,  
Temporary Assistance for Needy Families Final Rule, 45 C.F.R., Parts 261, et al.  
State of Texas State Plan for Temporary Assistance for Needy Families

**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.”