

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 62-07, Change 1
<b>Date:</b>	January 11, 2008
<b>Keyword:</b>	FSE&T; TANF/Choices; TWIST
<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:** Acceptable Verification and Required Documentation for Choices **and Food Stamp Employment and Training** Work Activities

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### **PURPOSE:**

This WD Letter provides Local Workforce Development Boards (Boards) with information and guidance on acceptable verification and documentation requirements for Choices **and Food Stamp Employment and Training (FSE&T)** work activities.

### **CHANGES TO WD LETTER 62-07:**

New information in this WD Letter is indicated by:

- A strikethrough of the original language, which indicates that language has been deleted: and
- **Bold** typeface, which indicates new or clarifying language.

### **BACKGROUND:**

The United States Department of Health and Human Services issued Temporary Assistance for Needy Families (TANF) interim final regulations (interim regulations) on June 29, 2006. The interim regulations included:

- general documentation and verification procedures for each work activity; and
- the requirement that each state submit a work verification plan (plan) detailing the state's documentation and verification procedures for each work activity.

In August 2007, the Administration for Children and Families approved Texas' **TANF work verification** plan, which may be accessed at <http://www.twc.state.tx.us/welref/wrchoices.html>. The information and guidance **on Choices** provided in this WD Letter is based on the approved procedures in Texas' plan.

In November 2007, the U.S. Department of Agriculture's Food and Nutrition Service approved Texas' Federal Fiscal Year 2008 (FFY'08) Food Stamp Employment and Training (FSE&T) State Plan of Operations (state plan), available at <http://www.twc.state.tx.us/welref/fsetplan08.pdf>.

The FFY'08 FSE&T state plan details the opportunities sought by Texas to align Choices and FSE&T including establishing similar requirements for all allowable activities (e.g., job search, work experience, education). These efforts are supported by federal food stamp laws and regulations at 7 U.S.C. §2015 (d)(4)(J) and 7 C.F.R. §273.7(c)(2).

In accordance with the parameters established in federal law and regulations and the approved FFY'08 FSE&T state plan, the Commission's intent is to align—to the extent possible—all Choices and FSE&T policies and procedures, including the verification and required documentation procedures set forth in this WD Letter.

#### PROCEDURES:

Boards must ensure that Texas Workforce Center staff uses and applies the following definitions when implementing the guidance in this WD Letter.

NLF

*Verification* is the actual proof of participation hours, such as a paycheck stub, job search log, or attendance record from a service provider.

*Documentation* is the written information about the provided verification and other details about the Choices or FSE&T participant's work activities. (In most cases, documentation will be entered in the TWIST Counselor Notes **verification screen**.)

Boards must be aware that the only acceptable sources to verify participation are listed in Attachment 1, which details the specific Choices and FSE&T verification sources and required documentation for each Choices and FSE&T work activity in the TWIST Counselor Notes.

NLF

As specified in 45 C.F.R. §261.61(a) of the interim regulations, Boards must ensure all verification of participation hours is filed and retained in the Choices participant's case file, including any verification received electronically or online, which must be printed out and placed in the case file. **This policy also applies to FSE&T participants.**

NLF

TWIST ~~will be~~ **has been** updated to simplify the data entry of verification sources and documentation requirements. ~~Until these automation changes are complete, Boards must ensure that the required documentation listed in Attachment 1 is entered into the TWIST Counselor Notes.~~

NLF

#### INQUIRIES:

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

**ATTACHMENTS:**

Attachment 1: Choices **and FSE&T** Verification and Documentation Requirements

**RESCISSIONS:**

~~WD Letter 04-05~~

**WD Letter 62-07**

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**REFERENCE:**

**7 U.S.C. §2015(d)(4)(J)**

**7 C.F.R. §273.7(c)(2)**

U.S. Department of Health and Human Services, Administration for Children and Families,  
Temporary Assistance for Needy Families Interim Final Rule, 45 C.F.R., Parts 261, et al.  
Texas Workforce Commission Choices Rules: 40 TAC, Chapter 811

~~WD Letter 23-07, issued March 28, 2007, and entitled “Implementation of Amended Choices Rules”~~

**WD Letter 23-07, Change 1, issued December 27, 2007, and entitled “Implementation of Amended Choices Rules: Update”**

~~WD Letter 41-07, issued July 13, 2007, and entitled “Verification Procedures for Choices Participants in Job Search”~~

**WD Letter 41-07, Change 1, issued December 31, 2007, and entitled “Verification Procedures for Choices and Food Stamp Employment and Training Participants in Job Search”**

TA Bulletin 152, issued July 13, 2007, and entitled “Choices Regional Work Sessions: Questions and Answers Posted on the Texas Workforce Commission Intranet”

**TA Bulletin 170, issued January 11, 2008, and entitled “The Workforce Information System of Texas: Entry of Participation Hours and Verification of Participation Hours for Choices and Food Stamp Employment and Training”**

**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.”