

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 12-23
<b>Date:</b>	July 25, 2023
<b>Keywords:</b>	SNAP E&T
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers  
*Courtney Arbour for*

**From:** Courtney Arbour, Director, Workforce Development Division

**Subject:** **Provision of Supplemental Nutrition Assistance Program Employment and Training Program Workfare Agreements for Federal Fiscal Year 2024**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on the number of Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) workfare slots each Board must provide for Federal Fiscal Year 2024 (FFY'24).

**RESCISSIONS:**

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**BACKGROUND:**

SNAP E&T regulations at 7 CFR §273.7(m)(3)(ii) state that an agency operating a SNAP E&T program and an organization providing workfare opportunities for SNAP recipients must establish a contractual agreement for the provision of workfare. To ensure a sufficient number of workfare slots are available for SNAP E&T participants, the Texas Workforce Commission (TWC) has established a minimum number of workfare slots that each Board must provide in FFY'24.

**PROCEDURES:**

**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.”

**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.”

**NLF:** Boards must be aware that a workfare slot is defined as one workfare opening that may be filled by one individual.

**NLF:** Boards must take the following actions:

- Create new workfare agreements or update existing agreements, as appropriate, to ensure that the number of available workfare slots meets or exceeds the number of workfare slots assigned to the Board (See Attachment 3, Minimum Annual Number of Workfare Slots for Federal Fiscal Year 2024 by Board Area.)
- Use Attachment 1, Federal Fiscal Year/Program Year 2024 Workfare Agreement Template, to create workfare agreements
- Use Attachment 2, Workfare Agreement Checklist, to review their workfare agreements before submitting the workfare agreements to TWC
- Submit the workfare agreements to [ChoicesTechnicalAssistance@twc.texas.gov](mailto:ChoicesTechnicalAssistance@twc.texas.gov) by September 30, 2023

**NLF:** Boards must be aware that workfare agreements that do not comply with the requirements of this WD Letter will be returned to the Board and must be resubmitted to [ChoicesTechnicalAssistance@twc.texas.gov](mailto:ChoicesTechnicalAssistance@twc.texas.gov) within 10 business days of the return date.

**NLF:** If a Board or a workfare provider terminates a workfare agreement, the Board must email [ChoicesTechnicalAssistance@twc.texas.gov](mailto:ChoicesTechnicalAssistance@twc.texas.gov) immediately and provide a replacement workfare provider agreement.

**NLF:** Boards must ensure that there are workfare slots for all Able-Bodied Adults Without Dependents (ABAWDs) who need them. If a Board anticipates or realizes a need for workfare slots above the minimum number required, the Board must create new or amend existing workfare agreements, as appropriate, to provide additional workfare slots.

**NLF:** Boards must ensure that the maximum number of hours an ABAWD may be required to participate in a workfare assignment is determined by dividing the household's SNAP benefit allotment by the federal or state minimum wage, whichever is higher. Fractions of hours of obligation may be rounded down. The household's hours of obligation for any given month may not be carried over into another month.

**NLF:** Boards must advise workfare providers of the maximum number of hours that an ABAWD may be required to participate in workfare.

**INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**ATTACHMENTS:**

Attachment 1: Federal Fiscal Year/Program Year 2024 Workfare Agreement Template

Attachment 2: Workfare Agreement Checklist

Attachment 3: Minimum Annual Number of Workfare Slots for Federal Fiscal Year 2024 by Board Area

**REFERENCES:**

US Department of Agriculture Food and Nutrition Service Rules and Regulations, 7 CFR §273.7(m)(3)(ii)

Supplemental Nutrition Assistance Program Employment and Training Guide