

# WORKFORCE SOLUTIONS TEXOMA POLICIES & PROCEDURES

## CHAPTER 8 - PROGRAM SERVICES

### SECTION - 5 Employment Services Policy

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## 8.5.1 BACKGROUND

In January 2003, the Texas Workforce Commission (Commission), in an effort to provide Boards with more flexibility in the operation of Texas Workforce Centers, contacted the U.S. Department of Labor (DOL) Regional Administrator in Dallas about using Wagner-Peyser funds to help support common one-stop deliver functions at Texas Workforce Centers.

Common function in Texas Workforce Centers include such services as customer reception, telephone reception, orientation sessions, and the operation and maintenance of resource rooms that benefit customers of all funding sources.

## 8.5.2 EMPLOYER AND JOB SEEKER SERVICES

The Texas Workforce Center issued an updated Employment Services Guide in March, 2011. WST Service provider is directed to review this Guide to develop procedures to serve employers and job seekers.

Job matching services provide the public with a clearinghouse for exchanging information on job postings and job seekers. This section sets forth for employers and job seekers the methods available for accessing the clearinghouse of employer and job seeker information.

### 8.5.2.1 EMPLOYER POSTINGS OF JOB OPENINGS

Employers may obtain access to the job matching services, including information to assist employers in posting job openings in the job matching system, by one or more of the following methods:

- Registering directly over the Internet using the internet-based job matching system at [www.texasworkforce.org](http://www.texasworkforce.org) or transmitting by electronic mail (email) to [hire.texas@twc.state.tx.us](mailto:hire.texas@twc.state.tx.us) or its successor web site;
- Calling or visiting any Texas Workforce Center in Texas; or
- Through any other means approved by the Board in consultation with employment services staff located in the local workforce development area in which the open position exists, including sending or requesting information by mail or facsimile.

#### 8.5.2.1.1 DETERMINING EMPLOYING ENTITIES' ACCESS TO WORKINTEXAS.COM

ES Guide B-301: Employer Access to Systems and Services outlines eligibility requirements for employers to be able to self-register or staff set to up a new employer account in WIT. Employers must have a State of Texas liable tax account number or a Federal Employer Identification Number (FEIN) related to a tax account number in order to establish a WIT account. After establishing an employer's identity, WST service

provider may access the Resource Access Control Facility (RACF) mainframe system to provide employers with their tax account number upon request.

TA Bulletin 211, Cg 1 outlines guidance for staff assisting employers without a valid tax account number in posting a job opening in WIT if the employer meets the definition of an employer in 20 CFR §651.10., as outlined in TAB 211, cg 1, attachments 1-3, and agree to comply with the job posting requirements of the WIT Employer Use Agreement.

### **8.5.2.1.2 INELIGIBLE EMPLOYERS AND ENTITIES**

ES Guide B-301 and TA Bulletin 158, change 1 outlines instructions for documenting ineligible employers and entities in the business Customer Management Module of WIT. Reasons for ineligibility include:

- is an independent contractor;
- is not an employer of record (i.e., no employer/employee relationship);
- offers business opportunities, not jobs;
- is a multilevel marketing group;
- seeks to hire replacement workers for a labor dispute; or
- charges a referral/application fee.

The 'Ineligible Employers and Entities' account (Employer ID 1279913) in WIT must be used to document ineligible new or existing employers. This statewide list should be referred to if there is a question about any employer requesting a WIT account. WST service provider should see ES Guide B-301 and TA Bulletin 158, change 1 for specific procedures.

~~In the event an entity without a TWC pending or liable active tax ID contacts a WST workforce center, service provider should follow directions outlined in WD 19-10, and TA 211 prior to granting access to WIT to post jobs. If the entity does not meet established criteria set forth in WD 19-10, follow TA Bulletin 211 for required follow up actions.~~

### **8.5.2.2 RECORDING HIRES IN WORKINTEXAS.COM**

A hire is defined as the employment of a job seeker by an employer that is a direct result of a Contact or Job Development made through and documented in WorkInTexas.com. WST refers service provider to TA Bulletin 210 for information on the various types of hires and recording a hire in WIT.

### **8.5.2.3 JOB SEEKERS ACCESS**

Unemployment Insurance claimants and job seekers may utilize all services in the Workforce Center resource room to obtain access to the job matching services, including information to assist in posting a resume, obtaining

information on job openings posted in the job matching system, labor market information and employment and training opportunities. Additional services available to UI claimants and job seekers are the telephone, fax machine, copier, newspapers, etc.

UI Claimants and job seekers may obtain job opening information by one or more of the methods:

- Viewing on-line information available on the Internet;
- Registering directly over the Internet using the Internet-based job matching system at [www.texasworkforce.org](http://www.texasworkforce.org) or transmitting by electronic mail (email) to [hire.texas@twc.state.tx.us](mailto:hire.texas@twc.state.tx.us) or its successor web site;
- Calling or visiting any Texas Workforce Center in Texas; or
- Through any other means approved by the Board in consultation with employment services staff located in the local workforce development area in which the open position exists, including sending or requesting information by mail or facsimile.

#### **8.5.2.3.1 ASSISTING UI CLAIMANTS**

Service provider will ensure that guidance offered in TWC ES Guide, B-404: Employment Service/Unemployment Insurance Coordination is followed as it relates to staff responsibilities for supporting unemployment insurance claimants. In conjunction with the MOU between TWC and WST, services must be offered in the following areas:

- Advising UI claimants of the requirement to register for work in WorkInTexas.com if they are required to do so.
- Entering timely and accurate data for UI claimants who lack access to WorkInTexas.com when claimants request staff assistance to register for work.
- Entering all services provided to UI claimants into WorkInTexas.com or TWIST in a timely manner.
- Advising UI claimants of all methods for filing a claim for UI benefits or requesting payment of UI benefits, emphasizing filing and payment request options available via the Internet. Regardless of the method, UI claimants must key or call in their own information.
- Directing UI claimants and employers to refer UI questions and problems to a UI Tele-Center.
- Providing UI claimants and employers with UI Tele-Center phone numbers.

- Providing UI claimants with a copy of the revised Tips for a Productive Work Search, or directing them to [www.twc.state.tx.us/ui/bnfts/tipsworksearch.pdf](http://www.twc.state.tx.us/ui/bnfts/tipsworksearch.pdf).

### **8.5.2.3.2 UNEMPLOYMENT INSURANCE APPEALS**

Service provider will ensure that guidance offered in ~~WD 10-10~~ TWC ES Guide, B-404: Employment Service/Unemployment Insurance Coordination is followed as it relates to staff responsibilities for supporting unemployment insurance appeals. UI claimants will have access to fax machines, telephone/speakerphone, and a meeting space to participate in the UI appeal. For further information on developing procedures to support UI appeals and workforce responsibilities, service provider is referred to ~~WD 10-10~~ ES Guide B-404.

### **8.5.2.~~43.1~~ WORKINTEXAS.COM TWO-DAY VETERANS HOLD ON JOB POSTINGS**

Effective February 27, 2009, the two-day veterans hold will be placed on all job postings in WorkInTexas.com to ensure that veteran job seekers are matched to job openings before the general public. Service provider should follow guidance offered in WD 63-07, Change 1, for specific information on the *Match Veterans Only* options in WIT.

Additionally, service provider will ensure that veteran job seekers are referred to job postings in accordance with federal and state requirements for priority of service.

### **8.5.2.~~53.2~~ EMPLOYMENT SERVICE AND WORKFORCE INVESTMENT ACT SERVICE DELIVERY STRATEGIES AND INTEGRATION**

Job seekers most in need, including unemployment insurance (UI) claimants profiled as high risk by the Rapid Reemployment Services (RRES) program, other UI claimants, and job seekers who are not UI claimants, could all benefit from integrated services available to them through ES and WIA. While obvious differences exist between the two programs, both provide core and intensive services. Although ES and WIA customers are often identified by the types of services provided, many commonalities among the two programs' services exist, including the more intensive staff-assisted services.

TWC's Employment Service Guide, section B-405: Rapid Reemployment Services gives specific guidance on assisting high-risk claimants through the RRES program. ~~WST's s~~Service provider must identify, outreach and inform job seekers who appear likely to have significant difficulty obtaining and retaining meaningful employment of services available through the workforce system.

Additionally, service provider must establish outreach and service delivery strategies for each of the following customer groups requiring additional staff assistance to successfully connect or re-connect with employment:

- UI Claimant Job Seekers
  - High-Risk UI Claimants – individuals identified through RRES as most likely to exhaust their regular UI benefits and called in to the workforce center for reemployment services;
  - Other UI Claimants; and
- Universal Job Seekers – individuals who are not receiving UI benefits but are registered in WorkInTexas.com and who appear likely to have significant difficulty obtaining and retaining meaningful employment.

~~Service provider must ensure that RRES is provided to high-risk UI claimants in accordance with WD 56-07, Change 1~~ Additionally, service provider will use outreach and service delivery strategies in conjunction with ~~new~~ automation tools (reports) to target job seekers most in need of staff assistance.

A continuum of workforce services that range from self-directed job search and staff-guided intensive services are noted in WD 17-09. WST refers service provider to WD 17-09 for specific details concerning these services along with the factors identified in the new reports.

Service provider will ensure that UI claimants and universal job seekers identified for staff-guided intensive services are enrolled in the WIA program when appropriate.

Service provider is referred to WST P&P Chapter 8, Section 17, Subsidized Employment & Training, WD 46-09, Change 2, WD 13-10, and TA Bulletin 222 for further information regarding subsidized employment opportunities for Unemployment Insurance claimants thru the Texas Back-to-Work Initiative.

WD Letter 55-09 offers guidance regarding Commission-approved training. Claimants enrolled in Commission-approved training are exempt from work search, denial of UI benefits based upon availability for work, and suitable work refusal. In accordance with WD Letter 55-09, all training funded by WIA or TAA is recognized as Commission-approved training. Therefore, when service provider enrolls claimants in WIA or TAA funded training, effectively, the determination is made that the claimant is enrolled in Commission-approved training. WD Letter 55-09 offers service provider additional guidance on other training and training entities that are classified as Commission-approved training as well as TWIST data entry requirements. With the exception of WIA and TAA training, UI Tele-Center staff makes the final determination, based on the evaluation by Texas

Workforce Center staff, on whether training is recognized as Commission approved.

TA Bulletin 232 gives information on the RRES module in WIT. The new RRES module allows staff to create and manage RRES orientations, scheduling and re-scheduling claimants, and sending the non-RRES outreach letter using this module.

Lastly, service provider will follow guidance offered in ~~WD 23-05, the ES Guide, B-400 Change 2,~~ regarding assisting UI Claimants in finding employment and meeting the work test requirements of the state UI compensation system. ~~work test and verification for unemployment insurance claimants.~~

### **8.5.2.46 TEMPORARY H-2A AGRICULTURAL AND H-2B NONAGRICULTURAL JOBS**

The U.S. Department of Labor's Foreign Labor Certification H-2A agricultural and H-2B nonagricultural nonimmigrant visa program permits employers to hire foreign workers to perform temporary or seasonal agricultural and nonagricultural labor or services.

Service provider shall ensure that employers filing a temporary job posting are asked if the job posting is being placed in connection with a future application for H-2A or H-2B workers. If yes, service provider must then refer the employer to the TWC Foreign Labor Certification Unit who will then enter the job posting request.

Additionally, in accordance with ES Guide B-310 and WD 15-10, service provider must verify and document the employment eligibility (using the current Form I-9) of any job seeker referred by staff on an H-2A or H-2B job posting. Note that Wagner-Peyser-funded ES staff will ~~shall~~ also complete the Employment Eligibility Verification Certificate and provide same to the employer by mail or in person no later than 21 business days after date of hire. Since the date of hire is often unknown, the Certificate will be provided to the employer at time of staff referral. The completion date of Form I-9 shall also be recorded in Work In Texas Job Posting Notes.

WST Service provider will ensure that the original or copy of Form I-9 and a copy of the Employment Eligibility Verification Certificate are retained for three years form the date that an individual was last referred by the Board to any H-2A or H-2B job postings.

For additional information regarding H-2A and H-2B requirements, service provider is referred to ES Guide B-310 and WD 15-10, change 1.

### **8.5.2.46.1 ACCEPTABLE DOCUMENTS FOR VERIFYING EMPLOYMENT ELIGIBILITY**

The U.S. Department of Homeland Security has distributed a revised list of acceptable documents for verifying employment eligibility on Form I-9, effective April 3, 2009. Service provider must be aware that expired documents are no longer acceptable for verifying the employment eligibility of job seekers referred to temporary H-2A agricultural and H-2B nonagricultural job postings. Service provider will utilize the revised Form I-9 (Revised 2/2/09) to verify employment eligibility for H-2A and H-2B referrals. Service provider is directed to WD 15-10, for the complete list of acceptable documents that verify employment eligibility and additional information.

### **8.5.2.46.2 H-2A JOBS LISTED IN THE JOB REGISTRY**

Workforce Development Letter (WD) 41-10 provides instructions for posting H-2A Temporary Agricultural job postings to the National Electronic Job Registry. Workforce Center staff must ensure that no referrals are made for H-2A job postings unless the posting has been accepted by TWC's Foreign Labor Certification unit for WIT. Acceptance of these job postings can be confirmed by an employer name search in WIT. Once the job posting is confirmed to have been accepted by WIT, staff must complete the following steps:

- verify that the job seeker is qualified and interested in traveling to the job opportunity;
- verify that the Workforce Solutions Texoma is in receipt of the hard copy of the clearance order (Form ETA-790 and a copy of the employer's attachment of assurances) or request a copy of the clearance order from the FLC unit if it has not been received;
- explain in detail, and in a language readily understood by the job seeker, the terms and conditions of employment;
- follow all contact instructions issued by the FLC unit and listed in the WorkInTexas.com posting;
- provide to each job seeker a copy of Commission Form E-50 (Job Seeker Agricultural Checklist) and Form E-83 (Protection for Farmworkers) for review, both available on the Intranet at:  
[http://intra/intranet/gl/html/general\\_forms.html](http://intra/intranet/gl/html/general_forms.html)
- ensure that the job seeker signs and dates the completed forms upon acceptance of the terms and conditions;
- call the contact person on the clearance order/WIT posting—with the job seeker present—to coordinate and arrange the interview process; and
- enter the following information—after the job seeker is referred—into WorkInTexas.com *Job Posting Notes*:
  - date the E-50 and E-83 forms were given to job seeker; and

- date the E-50 form was completed.

### **8.5.2.46.3 H-2A JOBS NOT LISTED IN THE JOB REGISTRY**

If the Job Registry posting has not been accepted by TWC's FLC unit, in accordance with WD 41-10, staff will complete the following steps:

- notify the FLC unit at (512) 475-2571 or [alienlabor@twc.state.tx.us](mailto:alienlabor@twc.state.tx.us) of a job seeker's interest in referral to the employer, if the job order can be accepted for recruitment; and
- refer the job seeker to other temporary or permanent agricultural job postings in WorkInTexas.com.

Further, Form E-83 will be provided to all job seekers who are farmworkers whether or not the job posting is an H-2A job posting.

### **8.5.2.75 RAPID RESPONSE SERVICES**

Rapid Response services are provided in the event of a layoff notification. Forms of notification include WARN Act Notifications, direct contact from the affected employer, contact with the employer originated by information received from affected employees, and others. When WST receives word of a layoff event, the Rapid Response Coordinator will contact the Employer, the Texas Workforce Commission Unemployment Insurance Division Field Specialist, and the Contractor in order to begin coordination of an Executive Level Rapid Response Meeting. Per WD 01-10, WST must establish contact, by phone or in person, with employers and representatives of affected workers within 48 hours of receiving a WARN notice, a public announcement of a layoff, or notification that a Trade petition has been filed.

The Rapid Response Coordinator will attend the meeting, and represent the Board. During this meeting, the Rapid Response Coordinator and Contractor Representative will explain Rapid Response Services available, and will work with the Employer to determine those services appropriate for the event.

After the Executive Level Meeting, the Rapid Response Coordinator will coordinate services with the Contractor, and approve any expenditure related to these services. These services may include seminars, materials, on-site services, satellite dislocated worker centers, or any other services determined appropriate and allowable.

In accordance with WD 01-10, service provider will ensure that rapid response services flow seamlessly from initiation of services to the transition to reemployment or other workforce services, provide an integrated array of services, and benefit eligible affected workers by meeting their individual needs.

WST's Service Provider will be responsible for the delivery of all services. WST directs service provider to TA Bulletin 209 for instructions on completing TWIST data entry following a Rapid Response event.

The Rapid Response Coordinator will complete the Layoff Notification Form and forward it to the Texas Workforce Commission Dislocated Worker Unit within 72 hours in accordance with WD 01-10. The Contractor will complete the monthly Rapid Response Report and forward it to the Rapid Response Coordinator.

Service provider is referred to WD 01-10 for an overview of Rapid Response Services available to both employers and affected workers.

### **8.5.2.86 LABOR MARKET INFORMATION**

As part of providing quality customer service, service provider should provide employers with general information regarding the labor market in the local workforce development area. In addition to providing general information, service provider should provide employers with substantive and customized Labor Market Information (LMI) in response to the employer's specific needs or requests.

Service provider will ensure that staff records an LMI service in WorkInTexas.com only when the service provided meets the definition of LMI provided in the ES Guide, B-307: Provision on Employment-Related Issues. According to the ES Guide, LMI is defined as an employer service "providing substantive and customized information to a specific employer regarding occupational staffing or hiring patterns, working conditions, salary, local employment history and trends, available job seeker pool...etc., in response to the employer's specific needs or requests." – Service provider is referred to ~~TA Bulletin 150 and WD 24-09~~ ES Guide, B-307 for additional information about LMI services as well as what types of services do not meet the definition of LMI for performance purposes. ~~for a definition of Labor Market Information as well as specific instructions for WIT data entry.~~

### **8.5.2.9 STAFF-ASSISTED SERVICES FOR RRES CLAIMANTS**

Pursuant to WD 11-11 and the Employment Services Guide, WST service provider will ensure that claimants called in through the RRES system receive staff assistance with developing an Individualized Employment Plan (IEP). Section B-405 of the Guide mandates that the IEP contain the following:

- specific employment goal;
- a list of challenges or barriers to employment specific to the claimant;
- detailed step-by-step activities the claimant will perform and or participate in;
- timelines to start and complete each activity;

- specific dates for staff follow-up to evaluate each activity, provide additional assistance, and make adjustments, if necessary; and
- the next scheduled contact date with staff.

IEP's can be developed by using a paper form or using the IEP in WIT or TWIST. An unsigned paper copy must be maintained on file for three years or an electronic copy of the IEP must be maintained in WIT or TWIST.

Additional guidance about staff responsibilities in using the IEP with RRES claimants was issued by Policy Clarification Q&A, ID #610, 4/15/11. This guidance states that workforce center staff are not to case manage RRES individuals as well as guidance on following up on IEP activities, that IEP's can be completed in group or individual sessions, and that there is no signature requirement for RRES IEP's.

### **8.5.3 MIGRANT AND SEASONAL FARMWORKER (MSFW) PROGRAM**

Although WST is not an identified workforce with a significant number of MSFW customers, WST service provider will ensure that all WST offices provide MSFW customers with the full range of services provided to non-MSFW customers. WST service provider is referred to ES Guide, B-402: Migrant and Seasonal Farmworkers and WD 01-11 for procedures in serving this special population.

### **8.5.4 PUBLIC EMPLOYER REQUIREMENTS REGARDING VETERANS PREFERENCE**

- (a) A public entity or public work shall provide information to the Agency regarding any open position subject to the veterans preferences as specified in Texas Government Code §657.009, unless specifically exempted under the state statute.
- (b) A public entity or public work shall provide information by one or more of the methods indicated in §843.1 (b) (1)-(3) relating to the Employer Postings of Job Openings and submit basic information regarding the opening to the Agency as soon as practical, including the following:
- (1) the name of the public entity;
  - (2) the location where the job is to be performed including city and state;
  - (3) a description of the job opening;
  - (4) the description of the job opening;

- (5) contact information regarding the opening.

## **8.5.54 PRIORITY OF SERVICE FOR ELIGIBLE VETERANS AND ELIGIBLE FOSTER YOUTH POLICY**

Pursuant to House Bill 1452 (enacted by the 81<sup>st</sup> Texas Legislature), Texas Family Code §264.121, Jobs for Veterans Act of 2002, USDOL TEGL 5-03, USDOL TEGL 10-09, TWC WD Letters 04-09 (and Changes 1, 2, & 3), 01-08, ~~and~~ 58-05, and ES Policy A-108: Veterans Priority; B-403, Eligible Veterans and Foster Youth, qualified Veterans and foster youth will receive priority of service in the following priority order for workforce services:

- a. Federal/State qualified veterans,
- b. Federal qualified spouse,
- c. State qualified spouse

These persons will continue to receive priority over all other equally qualified individuals in the receipt of services funded in whole or in part by DOL, in accordance with 38 U.S.C. §4215.

Eligible foster youth (includes current and former foster youth) receive priority over all other equally qualified individuals—except federal qualified veterans and spouses, and state qualified veterans as defined in Chapter 801—in the receipt of federal and state-funded services. Eligible Foster Youth are defined as a youth up to 23 years of age who formerly was under the managing conservatorship of DFPS until:

- a court transferred the conservatorship;
- the youth was legally emancipated; or,
- the youth attained 18 years of age.
- 

Service provider will ensure workforce services are prioritized and targeted for youth transitioning out of the foster care system and for former foster care youth.

Service provider must ensure that eligible veterans are identified at the point of entry in all workforce centers and that they are informed of:

- their right to priority of service
- the full array of employment, training, and placement services available under priority of service; and,
- any applicability eligibility requirements for those programs and services. ~~their right to priority of service, the full array of services available, and any applicable eligibility requirements for such programs.~~

WST sService provider will develop and implement procedures to ensure the actions noted above occur. Provider will also ensure that non-eligible persons who are currently

receiving workforce services are not displaced in order to provide priority of service to eligible veterans. Additionally, service provider will ensure that any Veteran that receives staff-assisted services sign a self-attestation form to certify that they meet the definition of eligible veteran. However, per WD 04-09, Change 3, if a veteran presents a DD-214 upon arrival at a workforce center, staff may use the DD-214 instead of a self-attestation form for said identification. Additionally, if a DD-214 is on file at the workforce center or if the veteran is registered in WorkInTexas.com, the self-attestation form is neither necessary nor required. WST Service provider is referred to WD 04-09, change 3, attachment 1 for a sample self-attestation form.

The following three categories of qualified job training programs in which priority of service will apply are:

1. Universal access programs
2. Discretionary targeting programs (i.e., WIA)
3. Statutory targeting programs (i.e., TANF)

Service provider will determine each individual's eligible veteran status and apply priority of service as described in WD 04-09 and subsequent Changes 1, 2, & 3.

Additionally, to ensure that eligible veterans and foster youth receive priority over all other equally qualified individuals in the receipt of workforce services, they also must have access to needed support services. However, child care for state qualified veterans and eligible foster youth is contingent upon the availability of Commission child care funds. When a waiting list exists, care can not be discontinued for a child already enrolled in child care services in order to serve the child of a state qualified veteran or child of a foster youth. The following priority order exists for children on the waiting list:

1. children who need to receive protective services child care
2. children of a qualified veteran
3. children of an eligible foster youth
4. children of teen parents
5. children with disabilities

Additionally, service provider will document the receipt of staff-assisted workforce services in TWIST or WorkInTexas.

Service provider will utilize WD 04-09, Change 3, for specific definitions and further explanation of priority of service expectations.

## **8.5.65 STATE MERIT STAFF**

Local program coordinators retain responsibility for service delivery and performance of the merit staff, based upon Boards' plans for delivery of services in their workforce areas. However, the day to day supervision of state merit staff will be assigned to the Workforce Center's Contractor.



## **RESOURCES**

[Wagner-Peyser Act; 20 CFR, Chapter V](#)

[TWC's Employment Services Guide -](#)

[http://www.twc.state.tx.us/boards/guides/esguide.pdf \(Mar 2011\)](http://www.twc.state.tx.us/boards/guides/esguide.pdf)

### **WD Letters:**

~~WD 56-07, Change 1 – Revisions to the Rapid Reemployment Services Program: Update (1/28/09)~~ Rescinded [and Replaced by WD 11-11 and the Employment Services Guide](#)

WD 63-07, Change 1 – WorkInTexas.com: New Two-Day Veterans Hold on Job Postings (2/24/09)

[WD 01-11 – Migrant and Seasonal Farmworker Program: Service Delivery, Outreach, and Reporting \(2/8/11\)](#)

~~WD 24-09 – WorkInTexas.com Employer Service: Labor Market Information (8/11/09)~~ Rescinded [and Replaced by WD 11-11 and the Employment Services Guide](#)

WD 17-09 – Wagner-Peyser Employment Service and Workforce Investment Act Service Delivery Strategies and Integration (6/11/09)

WD 46-09, Change 2 – Texas Back to Work Initiative (1/13/10)

WD 55-09 – Commission Approved Training for Unemployment Insurance Claimants (11/6/09)

WD 01-10 – Rapid Response Early Intervention Services (1/8/10)

WD 04-09, Change 3 – Priority of Service for Eligible Veterans and Eligible Foster Youth: Update (2/20/10)

~~WD 10-10 – Supporting Unemployment Insurance Appeals (3/19/10)~~ Rescinded [and Replaced by WD 11-11 and the Employment Services Guide](#)

WD 13-10, change 1 – Texas Back-to-Work Initiative – Subsidized Employment (6/8/10)

WD 15-10 – Foreign Labor Certification – Verification of Employment Eligibility (3/24/10)

~~WD 19-10 – Employer Access to Workforce Systems and Services (4/19/10)~~ Rescinded [and Replaced by WD 11-11 and the Employment Services Guide](#)

WD 41-10 – National Electronic Job Registry for H-2A Temporary Agricultural Job Postings (12/3/10)

[WD 11-11 – Employment Services Guide \(3/1/11\)](#)

### **TA Bulletins:**

TA Bulletin 150 – Updates to WorkInTexas.com Employer Services and Services

Definitions (8/13/07)

TA Bulletin 209 – Rapid Response Service Tracking (8/14/09)

TA Bulletin 210 – Recording Hires in WorkInTexas.com (8/19/09)

~~TA Bulletin 211 – Determining Employing Entities Access to WorkInTexas.com  
(8/10/09)~~ Rescinded and replaced by TAB 211, cg1

TA Bulletin 222 – Texas Back-to-Work Initiative (4/23/10)

TA Bulletin 158, Change 1 – Documenting Ineligible Employers and Entities in the  
Business Customer Management Module of WorkInTexas.com – Update (3/1/11)

TA Bulletin 196, Change 1 - Serving Unemployment Insurance Claimants - Update  
(3/1/11)

TA Bulletin 211, Change 1 – Determining Employing Entities Access to  
WorkInTexas.com – Update (3/1/11)

TA Bulletin 232 – WorkInTexas.com Rapid Reemployment Services Module (3/2/11)