

POLICY

CATEGORY: Workforce Programs **No: 4.0.124.01**
TITLE: Documentation and Verification of Participation Activities:
Choices/ SNAP E&T
SUPERSEDES: 4.0.124.00 dtd December 16, 2011
EFFECTIVE: May 23, 2024
BOARD APPROVAL: May 22, 2024
DATE OF LAST REVIEW: May 9, 2024

I. PURPOSE:

To provide criteria for documentation and verification of participation activities for Choices and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) participation hours.

II. DEFINITIONS:

Documentation – The written information about the provided verification and other details about the Choices or SNAP E&T participant’s activities

Verification – The actual proof of a participation activity.

Participation Activities – activities that count for participation which lead to self-sufficiency such as unsubsidized employment, subsidized employment, on-the-job training, job search/job readiness, vocational education and training and educational services.

III. POLICY STATEMENT:

Board staff will provide technical assistance and guidance to contractors on the interpretation of TWC directives as needed. Clarifications may be delivered in terms of procedures versus a board policy.

All participation hours are to be reported using WorkInTexas (WIT) or any Board approved Case Management System database and verification will be needed on activities required by TWC.

Job search will be calculated as two hours of participation per job contact.

IV. DIRECTIVES:

The Workforce Solutions Coastal Bend (WFSCB) staff shall design and utilize a job search log that adheres to all applicable rules, regulations, and workforce development letters.

If job search logs are incomplete or information related to a specific contact is missing, WFSCB staff shall not report hours of participation associated with those contacts.

In accordance with the parameters established in federal law and regulations - to the extent possible - all Choices and SNAP E&T policies and procedures are to be aligned.

V. RELATED POLICY INFORMATION:

Deficit Reduction Act of 2005 (Public Law 109-171)

U. S. Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families Interim Final Rule, 45 CFR, Parts 261, et al.

Texas Workforce Commission Choices Rules: 40 TAC, Chapter 811

Choices Guide revised March 2024

Texas Workforce Commission Supplemental Nutrition Assistance Program Employment and Training Rules: 40 TAC Chapter 813

Supplemental Nutrition Assistance Program Employment and Training Guide revised February 21, 2023

WD Letter 12-23 Workfare dtd July 27, 2023

VI. RESPONSIBILITIES:

Board contract managers shall ensure that all relevant staff and appropriate contractor(s) are aware of and comply with this policy.

Board Monitor shall provide oversight and evaluation of the contractor(s) verification and documentation of allowable participation activities.

Contractor(s) shall ensure that appropriate procedures are implemented and that relevant staff receive training regarding the requirements of this policy.

VII. FORMS AND INSTRUCTIONS:

N/A

VIII. DISTRIBUTION:

Board

Board Staff

Contracted Staff

SIGNATURES:



Reviewed by EO Officer

5/23/2024

Date



President/CEO

6/7/2024

Date