



WORKFORCE SOLUTIONS

of the Coastal Bend

POLICY

CATEGORY:	Program Operations	No: 4.0.105.00
TITLE:	Family Violence Training	
SUPERSEDES:	591 PR dtd September 25, 2003	
EFFECTIVE:	April 27, 2007	
DATE APPROVED:	April 26, 2007	
DATE REVIEWED:	February 9, 2012	

I. PURPOSE:

To establish criteria for family violence training.

II. DEFINITIONS:

Family violence – An act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.

III. POLICY STATEMENT:

No less than four hours of training regarding family violence is to be provided to service provider staff who:

- Provide information to customers seeking or receiving financial assistance
- Recommend or grant waivers or modifications;
- Recommend or impose sanctions for non-cooperation or noncompliance;
- Assess employment readiness; and/or
- Provide employment planning or employment retention services.

Family Violence training must be developed with at least one organization with expertise in family violence issues.

Family Violence training must include information related to:

- The potential impact of family violence on the safety of an individual seeking or receiving financial assistance
- The ability of that individual to make a successful transition into the workforce
- The State laws and Commission rules on options available to an individual
- Resources available from State and local governmental agencies and other entities that could assist a victim of family violence to safely and successfully enter the workforce

Receipt of Family Violence Training must be documented in each individual's training or personnel file.

POLICY TITLE: Family Violence Training
POLICY NUMBER: 4.0.105.00

DATE: 4/26/2007
REVISION

IV. PROCEDURES:

V. RELATED POLICY INFORMATION:

Texas Family Code §71.004
Texas Human Resources Code §31.0322
TWC WD Letter 15-02, dtd June 5, 2002

VI. RESPONSIBILITIES:

The Contract Manager must ensure all service providers are aware of and comply with this policy. Service providers must ensure family violence training is provided to appropriate staff.

VII. FORMS AND INSTRUCTIONS:

VIII. DISTRIBUTION:

Board of Directors

Board Staff

Service Provider Staff

IX. SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date