



WORKFORCE SOLUTIONS of the Coastal Bend

POLICY

CATEGORY:	Program Operations	No: 4.0.106.01
TITLE:	Reasonable Distance	
SUPERSEDES:	4.0.106.00 dated February, 9, 2012	
EFFECTIVE:	August 29, 2014	
DATE APPROVAL:	August 28, 2014	
DATE OF LAST REVIEW:	August 28, 2014	

I. PURPOSE:

To provide criteria in determining reasonable distance for determining good cause for participants.

II. DEFINITIONS:

Reasonable Distance – Any distance to program activities or an available job, which would require a daily commuting time of not more than two hours round trip.

III. POLICY STATEMENT:

All Board contractors shall establish procedures for determining good cause according to the “reasonable distance” definition provided in this policy.

Participants shall be informed that they have the option to accept services or employment beyond a reasonable distance, even if good cause status is available to gain the benefits of workforce services and employment.

IV. PROCEDURES:

When a participant qualifies for and accepts good cause, the reason for good cause must be documented in that individual’s case record and in TWIST.

V. RELATED POLICY INFORMATION:

TAC §811, §813
Texas Labor Code 301.0015, 302.002(d)
45 CFR
40 TAC, Chapter 811

VI. RESPONSIBILITIES:

Board staff shall ensure all Contracted Service Providers are aware of and comply with this policy.

VII. FORMS AND INSTRUCTIONS:

N/A

VIII. DISTRIBUTION:

Board of Directors
Staff

Board Staff

Contracted Service Provider

IX. SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date