

POLICY

CATEGORY:	Workforce Programs	No: 4.0.124.00
TITLE:	Documentation and Verification of Work Activities: Choices/ SNAP E&T	
SUPERSEDES:	New	
EFFECTIVE:	December 16, 2011	
BOARD APPROVAL:	December 15, 2011	

I. PURPOSE:

To provide criteria for documentation and verification of work 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 work activity.

Work 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 Daily Time Tracking in TWIST 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 Center Operator 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, workforce center 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

WD Letter 08-11 dtd February 17, 2011 entitled Choices Guide

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

WD Letter 35-09 dtd September 29, 2009 entitled New Supplemental Nutrition Assistance Program Employment and Training Rules

FFY' 10 SNAP E&T State Plan

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 work 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:

EO Officer

Date

President/CEO

Date