

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Mary York, Director, Workforce Development Division

Subject: **Provision of Supplemental Nutrition Assistance Program Employment and Training Program Workfare Agreements for Federal Fiscal Year 2025**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on the number of Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) workfare slots each Board must provide for Federal Fiscal Year 2025 (FFY'25).

RESCISSIONS:

WD Letter 12-23

BACKGROUND:

SNAP E&T regulations under 7 CFR §273.7(m)(3)(ii) state that an agency operating a SNAP E&T program and an organization providing workfare opportunities for SNAP recipients must establish a contractual agreement for the provision of workfare. To ensure that enough workfare slots are available for SNAP E&T participants, the Texas Workforce Commission (TWC) has established a minimum number of workfare slots that each Board must provide in FFY'25.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

NLF: Boards must be aware that a “workfare slot” is defined as one workfare opening that may

be filled by one individual.

NLF: To facilitate compliance with SNAP E&T regulations, Boards must:

- create new workfare agreements or update existing agreements, as appropriate, to ensure that the number of available workfare slots meets or exceeds the number of workfare slots assigned to the Board (see Attachment 3: Minimum Annual Number of Workfare Slots for Federal Fiscal Year 2025 by Board Area);
- use Attachment 1: Federal Fiscal Year/Program Year 2025 Workfare Agreement Template to create workfare agreements as needed;
- use Attachment 2: Workfare Agreement Checklist to review workfare agreements before submitting the workfare agreements to TWC; and
- submit the workfare agreements to ChoicesTechnicalAssistance@twc.texas.gov by September 1, 2024.

NLF: In the event a workfare agreement does not comply with the requirements of this letter and is returned, Boards must resubmit a corrected agreement to ChoicesTechnicalAssistance@twc.texas.gov within 10 business days of the agreement's return date.

NLF: If a Board or a workfare provider terminates a workfare agreement, the Board must email ChoicesTechnicalAssistance@twc.texas.gov immediately and provide a replacement workfare provider agreement.

NLF: Boards must ensure that there are workfare slots for all Able-Bodied Adults Without Dependents (ABAWDs) who need them. If a Board anticipates or realizes a need for workfare slots above the minimum number required, the Board must create new or amend existing workfare agreements, as appropriate, to provide additional workfare slots.

NLF: Boards must ensure that the maximum number of hours an ABAWD may be required to participate in a workfare assignment is determined by dividing the household's SNAP benefit allotment by the federal or state minimum wage, whichever is higher. Fractions of hours of obligation may be rounded down. The household's hours of obligation for any given month may not be carried over into another month.

NLF: Boards must advise workfare providers of the maximum number of hours that an ABAWD may be required to participate in workfare.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Federal Fiscal Year/Program Year 2025 Workfare Agreement Template

Attachment 2: Workfare Agreement Checklist

Attachment 3: Minimum Annual Number of Workfare Slots for Federal Fiscal Year 2025
by Board Area

REFERENCES:

US Department of Agriculture Food and Nutrition Service Rules and Regulations, 7 CFR
§273.7(m)(3)(ii)

TWC Supplemental Nutrition Assistance Program Employment and Training Guide