

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 13-24
<b>Date:</b>	September 16, 2024
<b>Keyword:</b>	General
<b>Effective:</b>	October 16, 2024

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



**From:** Mary York, Director, Workforce Development Division

**Subject:** **Community Resource Coordination Groups**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on Community Resource Coordination Group (CRCG) requirements.

**RESCISSIONS:**

TAB 272

**BACKGROUND:**

CRCGs are local interagency groups composed of public and private providers. CRCG members develop individual service plans for local children, youth, and adults whose needs can be met only through interagency coordination and cooperation. There are three types of CRCGs in Texas:

- CRCGs serving children and youth (birth to age 22);
- CRCG Adults serving adults (age 18 and older); and
- CRCG Family serving families and individuals of any age.

Texas Government Code §531.055 directs that specific state agencies “. . . adopt a joint memorandum of understanding to promote a system of local-level interagency staffing groups to coordinate services for persons needing multi-agency services.”

The Texas Health and Human Services Commission (HHSC), in consultation with partner agencies, including the Texas Workforce Commission (TWC) and advocacy and consumer groups, developed a Memorandum of Understanding (MOU) for Coordinated Services to Persons Needing Services from More Than One Agency.

The partner agencies include the following:

- HHSC
- Texas Department of Family and Protective Services
- Texas Department of State Health Services
- Texas Correctional Office on Offenders with Medical or Mental Impairments
- Texas Department of Criminal Justice
- Texas Department of Housing and Community Affairs
- Texas Education Agency
- Texas Juvenile Justice Department
- TWC

The MOU's purpose is to implement a statewide system of CRCGs. Through involvement with local CRCGs, the partner agencies—along with representatives from schools, public and private health and human services agencies, faith-based organizations, local criminal justice organizations, and other entities—assist individuals with identifying and coordinating needed resources and services in their communities.

The benefits of serving on CRCGs include the following:

- Awareness of community programs and practices
- Working knowledge of how to access local resources
- Knowledgeable co-members who may assist in problem-solving common issues or concerns

Additional information, including how to find local CRCGs, may be accessed on the HHSC website at [Community Resource Coordination Groups](#).

#### **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 provide the information contained in this WD letter to the appropriate parties so that it is distributed to appropriate staff.

**NLF:** Boards must identify one or more workforce staff members to attend CRCG meetings in their area. The local representative(s) must have the experience and authority to:

- contribute to decisions and recommendations made by the local CRCG; and
- identify and offer Board services and supports to help individuals needing multi-agency services as identified by the local CRCG.

**NLF:** Boards must encourage assigned staff to attend all local CRCG meetings, for which they are assigned, to contribute to the collective knowledge and ability of the local CRCG to resolve a person’s need for multi-agency services. Staff may be excused from attending a

local CRCG meeting if the local CRCG determines that the age or needs of the person to be considered are clearly not within the Board's service responsibilities.

**LF:** Boards may refer individuals with multiagency needs to the local CRCG to coordinate services and interagency funding.

**LF:** Boards may find additional information, including the MOU and how to find local CRCGs, on the HHSC website at [Community Resource Coordination Groups](#).

**INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**ATTACHMENTS:**

None

**REFERENCES:**

Government Code, Title 4, Subtitle I, Chapter 531