



March 30, 2020

Authorized Passage for Supporting and Performing Agency Minimum Essential Functions and Services During the COVID-19 Restrictions

On March 26, 2020, TWC Executive Director Ed Serna issued a letter to TWC Executive Staff, Directors, and Local Workforce Development Board Executive Directors providing guidance on authorized passage to staff, contractors, and service providers who may need to travel during active shelter-at-home orders.

The TWC Continuity of Operations Plan (COOP) identifies Mission Essential Functions (MEFs) as activities or functions that must be performed continuously. These functions include TWC Vocational Rehabilitation Division (VRD) staff and service providers who are providing services necessary to rehabilitate and place people with disabilities into competitive employment. Both employees and service providers who are necessary to the performance of these functions, and who cannot perform work remotely, will continue to perform MEFs unless further notified that it is unsafe to do so.

VR service providers should continue to practice [CDC guidelines](#) regarding hand washing, good respiratory etiquette, cleaning surfaces, and social distancing, and should follow orders implemented by federal, state and local authorities. The health and safety of our customers, staff, service providers, and community partners remains our top priority.

VR service providers may request authorized passage documentation acknowledging that they are performing state governmental duties, for purposes of going to or returning from said duties, consistent with local orders to shelter in place.

VR service providers can request the authorized passage documentation by emailing the VR Standards for Provider mailbox at vr.standards@twc.state.tx.us. The email subject line should read "Authorized Passage COVID-19."