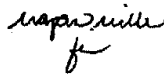


TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 04-08
Date:	March 28, 2008
Keyword:	General
Effective:	Immediately

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



From: Laurence M. Jones, Director, Workforce Development Division

Subject: **Procedure for Updating Directory of Workforce Centers and Satellite Offices**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with guidance on the procedure for updating Texas Workforce Center and satellite office information using the Office Directory Information Form (Y-9).

BACKGROUND:

The Texas Workforce Commission (Commission) uses the Office Directory Information Form (Y-9) to collect Texas Workforce Center and satellite office information for the statewide Field Office Directory. This directory information is available on the Internet and Intranet and provides interested parties with information on Texas Workforce Centers and satellite offices, including:

- services provided; and
- addresses and telephone numbers.

PROCEDURES:

Boards, in coordination with Integrated Service Area Managers, must ensure submission of the Office Directory Information Form (Y-9) whenever changes in Texas Workforce Center or satellite office information occur.

NLF

The Office Directory Information Form (Y-9) and instructions are available at https://intra.twc.texas.gov/intranet/gl/html/general_forms.html on the Intranet.

[Note: The Intranet site is not available to the general public.]

INQUIRIES:

Direct inquiries related to the Office Directory Information Form (Y-9) to Directory Services at directory.services@twc.texas.gov or (512) 936-1612.

ATTACHMENTS:

Attachment 1: Office Directory Information Form (Y-9)

Attachment 2: Instructions for completing Office Directory Information Form (Y-9)

RESCISSIONS:

WD Letter 53-00

REFERENCE:

Texas Workforce Commission, Local Workforce Development Board Rules: 40 TAC, §801.21-§801.22

FLEXIBILITY RATINGS:

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” or “shall.”

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.”