# **Workfare Agreement Checklist**

The Texas Workforce Commission (TWC) requires each Local Workforce Development Board (Board) to complete the items on the following checklist.

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| The workfare agreement was made using WD Letter 05-24, Attachment 1: Federal Fiscal Year/Program Year 2025 Workfare Agreement Template, and the agreement includes the number of workfare slots.  | [ ]  |
| The number of workfare slots listed across all of the Board’s workfare agreements equals or exceeds the number of workfare slots TWC assigned to the Board in WD Letter 05-24, Attachment 3: Minimum Annual Number of Workfare Slots for Federal Fiscal Year 2025 by Board Area. | [ ]  |
| Each workfare agreement file contains only one agreement with one employer. (Each agreement may include multiple workfare slots.) | [ ]  |
| The electronic workfare agreement file is named using the following convention:Board Name Workfare Agreement for [insert provider name] for FFY XXXX | [ ]  |
| The file is in PDF format. | [ ]  |