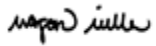


TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 02-17
Date:	January 10, 2017
Keyword:	SNAP E&T; TWIST
Effective:	February 15, 2017

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



From: Reagan Miller, Deputy Director, Workforce Solutions

**Subject: Discontinuation of Supplemental Nutrition Assistance Program
Employment and Training Form FL-139**

PURPOSE:

This Workforce Development Letter addresses the discontinuation of Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Form FL-139 and changes in the process by which to identify whether a SNAP recipient meets a federal SNAP E&T exemption.

BACKGROUND:

Section A-204.a(3), Screening for Federal Exemptions at the Employment Planning Meeting, of the SNAP E&T Comprehensive Guide gives Local Workforce Development Boards (Boards) the flexibility to use Form FL-139 to identify federal exemptions that may apply to a SNAP recipient.

On August 30, 2016, the U.S. Department of Agriculture’s Food and Nutrition Service notified the Texas Workforce Commission (TWC) that the screening process used during the employment planning and orientation sessions to identify federal exemptions is not allowable. Effective February 15, 2017, TWC will eliminate the use of Form FL-139 and the process that TWC uses to identify federal exemptions.

PROCEDURES:

NLF: Effective February 15, 2017, Boards must ensure that:

- Form FL-139 is not used to identify federal SNAP E&T exemptions during the employment planning meeting or at any other time during participation in SNAP E&T;
- Workforce Solutions Office staff does not create any local method to screen for federal SNAP E&T exemptions or inquire about whether a SNAP recipient meets a federal exemption; and

- When a SNAP recipient voluntarily informs Workforce Solutions Office staff during the employment planning meeting or at any time during participation in SNAP E&T that he or she is exempt from SNAP E&T participation, staff refers the recipient back to HHSC by:
 - completing and sending HHSC Form H1817 to the Texas Health and Human Services Commission (HHSC) requesting that the SNAP recipient’s work registration status be reconsidered;
 - recording the reconsideration request in The Workforce Information System of Texas (TWIST) under the *Good Cause* tab;
 - entering into TWIST *Counselor Notes* the date that Form H1817 was sent to HHSC and whether a copy is maintained at the Workforce Solutions Office; and
 - closing the SNAP E&T *Program Detail* in TWIST.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

RESCISSIONS: None

REFERENCE:

7 C.F.R. 273.7(d)(1)(ii)

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.”