

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 05-09
<b>Date:</b>	February 18, 2009
<b>Keyword:</b>	Administration
<b>Effective:</b>	Immediately

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



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

**Subject:** **Advance Notice of Changes in Texas Workforce Center or Satellite Office Locations**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with:

- an updated Legislative Notification of Field Office Closure, Move, or Opening (Form GR-10); and
- revised information and procedures on providing the Texas Workforce Commission (Commission) with advance notice when a Board is closing, moving, or opening a Texas Workforce Center or satellite office<sup>1</sup>.

### **BACKGROUND:**

The Agency-Board Agreement (ABA) establishes the nature of the working relationship between the Commission and Boards, and includes the goals, responsibilities, and obligations of both parties with respect to the delivery and administration of services.

Section 5.1.7 of ABA has been revised to ensure that the Commission and members of the Texas Legislature are adequately informed of any closures, moves, or openings of Texas Workforce Centers and satellite offices.

### **PROCEDURES:**

When closing, moving, or opening a Texas Workforce Center or satellite office, in accordance with revised §5.1.7 of the ABA, Boards must:

NLF

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<sup>1</sup> Local workforce development area offices that provide services are subject to this advance notice requirement. This includes Texas Workforce Centers and satellite offices that provide services and are overseen by the Boards. Satellite office services can be limited to certain programs, customers, or hours, or can be appointment-only, mobile, or telecenter-only services. Board administrative offices that do not provide services and Texas Workforce Commission offices (e.g., tax or UI call centers) are not subject to this requirement.

- complete and submit the updated Legislative Notification of Field Office Closure, Move, or Opening (Form GR-10), included as Attachment 1, to the Board’s assigned Contract Manager and Integrated Service Area Manager no later than 45 days in advance of the change; and
- submit the Request for Change in Directory of Offices (Form Y-9) to Directory Services.

To ensure that public directories are up to date, it is recommended that Form Y-9 be submitted to Directory Services no later than two weeks in advance of the closing, moving, or opening of a Texas Workforce Center or satellite office.

**LF**

When the closure of a Texas Workforce Center or satellite office affects state employees or leaves a county without in-county services, Boards must notify their local elected officials.

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Form GR-10 and Form Y-9 can be accessed at [http://intra.twc.state.tx.us/intranet/gl/html/general\\_forms.html](http://intra.twc.state.tx.us/intranet/gl/html/general_forms.html). [Note: The Intranet site is not available to the general public.]

Boards must be aware that upon receipt of the completed Form GR-10, the Commission will notify members of the Texas Legislature affected by the change.

**NLF**

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**ATTACHMENT:**

Attachment 1: Legislative Notification of Field Office Closure, Move, or Opening (Form GR-10)

**RESCISSIONS:**

WD Letter 58-06

**REFERENCE:**

Agency-Board Agreement, §5.1.7

**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.”