

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 07-16
Date:	May 5, 2016
Keyword:	WIOA
Effective:	June 5, 2016

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

From: Reagan Miller, Director, Workforce Development Division

Subject: Youth Career Fairs Program

PURPOSE:

This WD Letter provides Local Workforce Development Boards (Boards) with information and guidance on Youth Career Fair programs, including the following:

- Development or enhancement of the Board’s Youth Career Fairs program;
- Use of distributed funds;
- Established partnerships; and
- Support and assistance available to Boards.

BACKGROUND:

On August 11, 2015, the Texas Workforce Commission’s (TWC) three-member Commission (Commission) approved \$980,000 of Workforce Innovation and Opportunity Act (WIOA) statewide activity funds for Program Year 2016 (PY’ 16) to implement Youth Career Fairs programs through distribution of \$35,000 to each local workforce development area (workforce area).

On February 16, 2016, the Commission approved \$1,400,000 in WIOA statewide activity funds to support Youth Career Fairs through PY’ 16. Beginning March 1, 2016, each Board receives \$50,000 for youth career awareness activities to be expended by September 30, 2017.

PROCEDURES:

Development or Enhancement of a Youth Career Fairs Program

NLF: Boards must develop Youth Career Fairs programs in their workforce areas, or enhance their existing Youth Career Fairs programs.

LF: Boards may use funds for one or more of the following activities:

- development or enhancement of their Youth Career Fairs programs;
- career exploration activities for out-of-school youth;

- coordination with schools in the implementation of House Bill 5, enacted by the 84th Texas Legislature, Regular Session (2015); and
- youth career awareness programs.

NLF: Boards must ensure that Youth Career Fairs are designed to provide students with:

- career exploration opportunities;
- a forum for hearing from business representatives regarding industry employment requirements and opportunities; and
- academic or job training requirements.

Use of Funds

NLF: Boards must ensure that the WIOA statewide activity funds for this program:

- enhance an existing Board-hosted Youth Career Fair; or
- develop a new Board-hosted Youth Career Fair.

NLF: Boards must be aware that, while funds can be used in the current PY’ 15, as well as in PY’ 16, the current funding must take Youth Career Programs through the end of PY’ 16.

NLF: Boards must ensure that expenditures are allowable under WIOA and the Office of Management and Budget Uniform Guidance, 2 Code of Federal Regulations Part 200, as supplemented by the Uniform Grant Management Standards.

Established Partnerships

LF: Boards may make use of established partnerships with high schools, other educational entities, and employers to host career fairs.

Support and Assistance

LF: Boards may use TWC’s team of education outreach specialists, who offer a variety of compelling presentations and services tailored to different audiences. The staff has over 20 years of combined experience in education, academic advising, economic development, and youth program management. TWC staff is available to Boards as a participating vendor for career fairs, expos, and conferences.

For more information, contact Labor Market and Career Information (LMCI) at careerinformation@twc.state.tx.us.

INQUIRIES:

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

RESCISSIONS:

None

REFERENCE:

Workforce Innovation and Opportunity Act, §129. Use of funds for youth workforce investment activities.

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.”