

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 25-12, Change 1
<b>Date:</b>	December 19, 2012
<b>Keyword:</b>	Board Planning
<b>Effective:</b>	Immediately

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

**From:** Reagan Miller, Director, Workforce Development Division

**Subject:** **Local Workforce Development Board Planning Guidelines for Fiscal Years 2013–2018—Update**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with guidance on the development and submission of Board Plans for Fiscal Years 2013–2018 (FY' 13–'18).

**This updated WD Letter provides Boards with the following information and guidance:**

- **Current Board Plans are extended to June 30, 2013;**
- **Submission of Board Plans is extended to April 1, 2013;**
- **Attachment 1, page 3: removes unemployment insurance from the list of required Memorandums of Understanding;**
- **Attachment 3:**
  - **Target Industry Template—replaces the language “10 to 15 target industries are recommended; no more than 20 permitted” with “Approximately 10 to 20 target industries are recommended”; and**
  - **Target Occupation Template—replaces the language “20 to 30 target occupations are recommended; no more than 40 permitted” with “Approximately 20 to 40 target occupations are recommended.”**

**Attachment 2 remains unchanged.**

### **CHANGES TO WD LETTER 25-12:**

New information in this WD Letter is indicated by:

- a strikethrough of the original language, which indicates that language has been deleted; and
- **bold** typeface, which indicates new or clarifying language.

## **BACKGROUND:**

~~Board Plans for the current fiscal year expire October 1, 2012. On September 4, 2012~~**December 18, 2012**, the Texas Workforce Commission approved the extension of the current Board Plans until ~~March 1, 2013~~**June 30, 2013**, thus allowing Boards to focus on developing strategic visions and overarching goals for their local workforce development areas.

## **PROCEDURES:**

Boards must follow the instructions set forth in the following when submitting FY' 13-'18 Board Plans:

NLF

- Texas Workforce Development Board Planning Guidelines for Fiscal Years 2013–2018 (Attachment 1)
- Texas Workforce Investment Council Requirements for Board Plans (Attachment 2)
- Target Industries and Occupations Template (Attachment 3)

Boards must show how industries and occupations listed in the Target Industries and Occupations Template were compiled. The following tools are provided for that purpose:

NLF

- Standardized Occupational Components for Research and Analysis of Trends in Employment System (SOCRATES) <http://socrates.cdr.state.tx.us/>
- Texas Industry Profiles <http://www.texasindustryprofiles.com/>
- TRACER <http://www.tracer2.com/>
- Wanted Analytics <http://www.wantedanalytics.com>

Boards must e-mail their FY' 13-'18 Board Plans to [Board.Plans@twc.state.tx.us](mailto:Board.Plans@twc.state.tx.us) no later than close of business on ~~January 14, 2013~~**April 1, 2013**.

NLF

Boards must ensure that the Plans align with the following:

NLF

- *Advancing Texas: Strategic Plan for the Texas Workforce System FY 2010–FY 2015* (<http://governor.state.tx.us/twic/work/>)
- 2012 Update to *Advancing Texas* (<http://governor.state.tx.us/twic/work/>)
- *Texas Workforce Commission 2013–2017 Strategic Plan* ([http://www.twc.state.tx.us/twcinfo/stratplan/twc13\\_17plan.pdf](http://www.twc.state.tx.us/twcinfo/stratplan/twc13_17plan.pdf))

## **INQUIRIES:**

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

## **ATTACHMENTS:**

Attachment 1: Texas Workforce Development Board Planning Guidelines for Fiscal Years 2013–2018

Attachment 2: Texas Workforce Investment Council Requirements for Board Plans

Attachment 3: Target Industries and Occupations Template

## RESCISSIONS:

WD Letter 25-12

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## REFERENCES:

*Advancing Texas: Strategic Plan for the Texas Workforce System FY 2010–FY 2015*

(<http://governor.state.tx.us/twic/work/>)

2012 Update to *Advancing Texas* <http://governor.state.tx.us/twic/work/>

Texas Workforce Commission Local Workforce Development Boards Rules: 40 TAC §801.17

Texas Workforce Commission 2013–2017 Strategic Plan

[http://www.twc.state.tx.us/twcinfo/stratplan/twc13\\_17plan.pdf](http://www.twc.state.tx.us/twcinfo/stratplan/twc13_17plan.pdf)

## 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.”