

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 21-18
<b>Date:</b>	August 31, 2018
<b>Keyword:</b>	SNAP E&T
<b>Effective:</b>	October 1, 2018

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

**From:** Courtney Arbour, Director, Workforce Development Division  
*Courtney Arbour*

**Subject:** **Supplemental Nutrition Assistance Program Employment and Training County Expansion**

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### **PURPOSE:**

To provide information and guidance to Local Workforce Development Boards (Boards) about the expansion of Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) services to SNAP recipients residing in 17 counties currently designated as minimum-service counties.

### **RESCISSIONS:**

None

### **BACKGROUND:**

Title 7, CFR Part 273, §273.24(g) allows states to exempt up to 15 percent of the state's covered individuals from the three-out-of-36-month time limit. Currently, the Texas Workforce Commission (TWC) uses the 15 percent exemptions for individuals located in 69 minimum-service counties within 10 local workforce development areas (workforce areas) in which limited or no SNAP E&T services are offered.

On May 3, 2018, the US Department of Agriculture Food and Nutrition Service approved the Federal Fiscal Year 2018 State Plan, which includes TWC's plan for expanding the 17 minimum-service counties to full-service status.

### **PROCEDURES:**

**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."

**NLF:** Boards must be aware that effective October 1, 2018, TWC will implement the second phase of the county expansion for SNAP E&T services, designating 17 of the current 69 minimum-service counties as full-service counties. Able-Bodied Adults Without Dependents (ABAWDs) in these 17 counties will:

- have work requirements;
- become subject to the three-out-of-36-month time limit; and
- be sanctioned if they do not participate in the SNAP E&T program.

Attachment 1, County Expansion Phase II Table, provides a table of the 17 counties and the corresponding Boards.

**NLF:** Boards must give SNAP E&T service delivery priority to ABAWDs with time limits. SNAP E&T General Population (non-ABAWDs) will be outreached based on available funding.

**NLF:** Boards must be aware that TWC will work with the Texas Health and Human Services Commission (HHSC) to provide technical assistance and support during this process.

**NLF:** Boards must be aware that HHSC will notify:

- SNAP eligibility staff of the county changes at least one month before implementation (notifications will be sent the first week of September 2018); and
- all SNAP recipients impacted by this change of their requirement to register for work and participate in SNAP E&T if outreached.

**NLF:** Boards must outreach ABAWDs in accordance with Section B-104 of the SNAP E&T Guide within 10 days of the ABAWD's appearance in TWC's automated system.

**NLF:** In accordance with WD 07-17, issued February 7, 2017, and entitled, "Local Workforce Development Board Transportation Policies to Safeguard against the Misuse of Funds—*Update*," Boards must review travel reimbursement policies and update, as needed, to ensure that reimbursements are not delayed due to local administrative policies.

**INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**ATTACHMENT:**

Attachment 1: County Expansion Phase II Table

**REFERENCES:**

Title 7, CFR, Part 273, §273.24(g)

Texas Workforce Commission Supplemental Nutrition Assistance Program  
Employment and Training Rules: Texas Administrative Code, Title 40, Part  
20, Chapter 813

Texas Workforce Commission’s Supplemental Nutrition Assistance Program  
Employment and Training Guide

<https://www.twc.texas.gov/sites/default/files/wf/docs/snap-et-guide-twc.pdf>

WD 07-17, issued February 7, 2017, and entitled, “Local Workforce Development  
Board Transportation Policies to Safeguard against the Misuse of Funds—  
*Update*” <https://www.twc.texas.gov/sites/default/files/wf/policy-letter/wd/07-17-twc.pdf>