WORKFORCE SOLUTIONS MIDDLE RIO GRANDE
PO Box 760 ~ 216 W Main ~ Uvalde ~ Texas ~ 78802 ~ 830-591-0141 ~ 830-591-0004 fax
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Board of Directors Executive Committee

Christoper Hiller
Chairperson
Private Sector

Laura Lopez
Vice Chairperson
Private Sector

Juan Martinez
Secretary
Private Sector

Myrta Garcia
Treasurer
CBO

Rodrigo Jaime
Parliamentarian
Private Sector

Rosie Lozano
Executive Director

Workforce Solutions Middle Rio Grande
Board of Directors Meeting
Thursday, December 11, 2025 @ 1:00 p.m.
Workforce Board Room
216 W. Main Street, Uvalde Texas 78801

I. Call Meeting to Order
II. Invocation
III. Roll Call
IV. Introduction of Guests
V. Public Comments
VI. Approval of Minutes for: August 14, 2025 & October 9, 2025 pg.1-17
VII. Old Business
VIII. New Business

A. Executive Committee – Christopher Hill, Board Chairman

Closed Session

Executive Session: Section 551.074 - For the purpose of considering the appointment, employment, evaluation, re-assignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer of employee.

Discuss the annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board.

Action Item:

1. Ratification - Present annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board.
2. Ratification - Review/Approve Workforce Solutions Middle Rio Grande Board Programmatic Risk Assessment of the Middle Rio Grande Development Council as contractor for Workforce and Child Care pg.18-26

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3. Ratification - Review/Approve - Child Care Contract Amendment #1 – Local Match Grant pg.27
4. Review/Approve - Uvalde Lease Agreement pg.28
5. Ratification – Review/Approve – 1st Extension of 4-year contract with Cano & Company Real Estate Broker Services pg.29
6. Ratification - Review/Approve – Board Salary Schedule 2025-2026 pg.30-31
7. Ratification - Review/Approve – Board Holiday Schedule 2025-2026 pg.32-33

Information Items:

1. Update - Board Membership pg.34-35
2. Intent to Sanction related to Prior Year findings in the Choices and SNAP E&T Programs (CAP's). pg.36-57

B. Finance and Audit Committee – Myrta Garcia, Chair
Action Items:
1. Ratification - Review/Approve - Garza/Gonzales & Associates Annual Audit – 1st extension for audit year ending September 30, 2025, estimated fee of $38,850 and up to $2,500 travel reimbursement. pg.58-68
2. Review/Approve WFSMRG Fiscal Agent Expenditure report pg.69-74
    a. Ratification – August 2025
    b. September 2025
    c. October 2025
3. Review/Approve - Financial & Data Analyst monitoring report for: pg.75-78
    a. Ratification - June & July 2025
    b. August & September 2025
4. Ratification - Review/Approve - Policies:
    a. FISCAL024 Property Management, Chg. 1 pg.79-94

Information Items:

1. Revenue vs. Expenditure summary for August & October 2025 pg.95-99
2. Workforce Contracts for:
    a. 2726TAF001 – Temporary Assistance for Needy Families/Choices $783,754 for Oct 1, 2025 – Oct 31, 2026 pg.100

b. 2726CCQ001 – Child Care and Development Fund Quality Improvement Activity $537,777 for Oct 1, 2025 – Oct 31, 2026 pg.101
c. 2726CCP001 – Texas Department of Family and Protective Services Child Care, Sept 1, 2025 – Dec 31, 2026 pg.102
d. 2726CQF001 – Child Care and Development Fund Quality Four Percent Activities $298,850 for Oct 1, 2025 – Oct 31, 2026 pg.103
e. 2725REA001 Amendment #1 – Reemployment Services and Eligibility Assessment $207,500 Sept 1, 2025 – Feb 28, 2026 pg.104-106
f. 2726REA001 – Reemployment Services and Eligibility Assessment $207,536, October 1, 2025 – September 30, 2026 pg.107
g. 2725SNE001 – Supplemental Nutrition Assistance Program $135,684 Oct 1, 2025 – Sept 30, 2026 pg.108
h. 2726WCI001 – Workforce Commission Initiative $41,044 October 1, 2025 – September 30, 2025 pg.109
i. 2726 TRA001 – Trade Act Services for Dislocated Workers $5,000 October 1, 2025 – September 31, 2026 pg.110
j. 2726WPA001 - Wagner-Peyser Employer Services $7,994 October 1, 2025 – December 31, 2026 pg.111
k. 2725DF001 – Skills Development Fund in Partnership with Steelmation Corporation $10,543 August 31, 2025 – August 31, 2026 pg.112
l. 2726WOO001 – Additional Program Funding $20,023 October 1, 2025 – September 30, 2026 pg.113
m. 2726CCF001 – Child Care Services Formula Allocation $11,055,384 for August 31, 2025 – December 31, 2026 pg.114

C. Child Care Committee – Margot Mata, Chair
Action Items: None

Information Items:
1. Child Care report pg.115-116

D. Monitoring & Oversight Committee – Juan Martinez, Chair
   Action Items:
   1. Corrective Action Plan's (CAP):
      a. Supplemental Nutrition Assistance Program (SNAP) CAP pg.117-121
      b. Choices CAP pg.122-125

   2. Review/Approve Board Monitoring Reviews:
      a. Ratification: June – July 2025
         i. SNAP pg.126-128
         ii. Choices pg.129-131
         iii. WIOA pg.132-134
         iv. Childcare pg.135-137
         v. RESEA pg.138-141
      b. August - September 2025
         i. SNAP pg.142-145
         ii. Choices pg.146-148
         iii. WIOA pg.149-151
         iv. Childcare pg.152-158
         v. RESEA pg.159-161

   3. Ratification - Review/Approve Policies:
      a. ALL12 Access and Data Security for Workforce Applications, Change 6 pg.162-164
      b. All21 Unemployment Insurance Weekly Work Search pg.165

   Information Items:
   1. WFS Program Reports pg.166-167
   2. VOS Greeter Report pg.168
   3. Student Navigator Report pg.169-170
   4. Youth Coach Report pg.171-172

E. Economic Development Committee – Laura Lopez, Chair
   Action Items: None

   Information Items:
   1. Middle Rio Grande Local Area Employment Statistics pg.173
   2. Middle Rio Grande Labor Market Information pg.174

F. Executive Director's Report – Rosie Lozano pg.175
G. MRGDC Executive Director's Report – Michelle Garcia pg.176-184

H. Other Business

IX. Adjournment

Note: To sign up for Public Comment please call Board Office at 830-591-0141

Meeting Notice Closed or Executive Session

If during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

a) Section 551.084 - For the purpose of excluding witnesses or witnesses from a hearing during the examination of another witness.
b) Section 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
c) Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.
d) Section 551.073 - For the purpose of considering a negotiated contract for a prospective give or donation.
e) Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
f) Section 551.076 - To consider the deployment, or specific occasions for implementation of security personnel or devices.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such a closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

a) the open meeting covered by this notice upon the reconvening of this public meeting, or
b) at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Workforce Solutions is an Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.

Workforce Solutions Middle Rio Grande Board
MINUTES

BOARD OF DIRECTORS' MEETING

In Person / Virtual — Workforce Solutions Board Room
August 14, 2025 — Thursday 1:00 PM

OFFICERS PRESENT:
Rodrigo Jaime, Parliamentarian, Private Sector, Carrizo Springs
Myrta Garcia, Treasurer, CBO, Cotulla
Laura Lopez, Vice-Chair, Private Sector, Crystal City
Juan Martinez, Secretary, CBO, Carrizo Springs

MEMBERS' PRESENT:
Margot Mata
Aracely Castle
Monica Gonzales
Nancy Rodriguez
Lydia Sieple
Jesse Rizo
Dana Johnson
Wendall Sansom
Sergio Diaz
Yolanda Ramon
Ernest Flores
James Glasscock
Michael Grooms
Arturo Gonzales
Cody Smith
Jesse Martinez, Jr.
Leslie Guillot

MEMBERS ABSENT:
Christopher Hiller, Chairperson, Private Sector, Eagle Pass
Cecil Snowden
Larry Martin
J.J. Suarez
Romelia Aranda
Dora Garza Velasquez
Shelly Collins
Sara Rivas
Melissa Hayman
Juan C. Vasquez
Harry McHazlett

Blanca Larson

OTHERS PRESENT:
Rosie Lozano
Marisa Cervantes
Nereida Santos
Barbara Lopez
Roxanne Gonzalez
Michelle García
Arianna Gonzalez
Betsy Prado
Bobby Castillo
Edward Mata
Brenda Gonzalez
Judge Leodoro Martinez III

I. CALL TO ORDER
Laura Lopez, Board Vice Chairperson, called the meeting of the Workforce Solutions Middle Rio Grande Board of Directors to order at approximately 1:06 PM.

II. INVOCATION
The invocation was made by Juan Martinez.

III. ROLL CALL
Nereida Santos called roll, and twenty-one (21) board members were determined to be present. Having established a quorum, the following business was transacted.

IV. INTRODUCTION OF GUEST (S)
Hon. Leodoro Martinez III, and New Board Members Cody Smith and Leslie Guillot

V. Public Comments
No public Comments.

VI. APPROVE MINUTES FOR: June 12, 2025
Dana Johnson motioned to approve minutes, and Ernest Flores seconded the motion. Motion carried.

VII. Old Business
None

VIII. New Business

A. Executive Committee – Laura Lopez, Vice Chairman

Action Items:

1. Discuss the annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board, to be done by the Executive Committee and presented to full board at the next scheduled board meeting.

   Myrta Garcia motioned to approve, and Juan Martinez seconded. Motion carried.

2. Review/Approve Annual Workforce Solutions Middle Rio Grande Board Budget for October 1, 2025 - September 30, 2026

   Rosie reported an increase in personnel expenses due to the need to hire an IT Director, a necessary step to meet assessment requirements. Additionally, moving services have been budgeted in anticipation of the Uvalde office lease expiring in December 2025. Efforts are underway to identify a more affordable relocation option; however, if a suitable property is not secured, the budget will be adjusted accordingly in April 2026.

   Rodrigo Jaime motioned to approve, Juan Martinez seconded. Motion carried.

3. Award selection of Independent Fiscal Monitoring Services based on Request for Proposal received

   Daiz and Smith were the sole bidders and have served as the auditors for the past four years. While there were previous issues with meeting deadlines, strict timeframes were implemented and will be enforced again if the contract is awarded.

   Juan Martinez motioned to approve proposal and Dana Johnson seconded the motion. Motion Carried.

4. Review/Approve Workforce Solutions Middle Rio Grande Board Risk Assessment of the Middle Rio Grande Development Council as contractor for Workforce and Child Care:
   a. Fiscal – Diaz, Smith and Associates
   b. Programmatic Board

Betsy explained the FISCAL report that was provided in the packet. Board is required to do a Fiscal Integrity Report on the Contractor. All attributes were passed.
Rosie stated that the programmatic risk score was at 70 that it is at high moderate risk. Audit resolution has not been cleared since 2024 for FY 2023. Rosie provided training for the contractor back in April, TWC provided training as well 2 weeks ago. She stated that there were errors in this year's June report. Myrta stated she has asked Michelle in previous board meetings to be prepared and give them something in writing of the progress that they have been making.

Rodrigo Jaime motioned to approve FISCAL Risk Assessment and Juan Martinez seconded the motion. Motion carried.

Juan Martinez motioned table Item b. Programmatic and Ernest Flores seconded the motion. Motion Carried

Rosie will give an update in Oct. and will give an actual report in Dec.

5. Review/Approve 1st extension for the Management of Operations of the One Stop Services with Middle Rio Grande Development Council for October 1, 2025 – September 30, 2026.

The contract in question must span the full year, as funding has already been allocated for that duration. Rosie noted that, due to the way the funding is structured, she is uncertain whether a contract extension for only six months would be permissible.

A key question was raised: if no improvement is made by the end of the six-month period, what course of action will follow? In such a case, and if MRGDC is not granted an extension, it would be necessary to initiate a new Request for Proposals (RFP) to identify and engage another agency.

When asked whether the action item could be tabled, Rosie responded that an emergency meeting would need to be convened instead. This is due to the requirement that the contract extension be formally approved by September 30, 2025. Should the current contractor ultimately fail to meet expectations, re-procurement would be unavoidable.

Yolanda Ramon motioned to approve the 1st extension while they are on probation for the year while reporting back with progress to the board from Rosie at every board meeting and officially reporting

quarterly. Rodrigo Jaime seconded the motion. Motion carried.

6. Review/Approve the 2nd extension for the Management of the Child Care services for October 1, 2025 – September 30, 2026.

   Rodrigo Jaime motion the 2nd extension with wait list reports every board meeting and Dana Johnson seconded the motion. Motion carried.

Information Item:

1. Update - Board Membership
2. FY2025 Equal Opportunity Compliance Department monitoring report
3. FY2025 State Monitor Advocate monitoring review report (MSFW)

Rosie briefly explained each report that was provided in the packet. Will be working with the Crystal City Mayor to fix the outdoor issues of the office since it is not the Landlord responsibility. It was recommended to monitor MSFW as well by TWC. No questions.

B. Finance and Audit Committee – Rodrigo Jaime, Chairperson
Action Items:

1. Review/Approve June 2025 WFSMRG Fiscal Agent Expenditure report

Rosie reported that expenditures are currently under budget, with spending at 69% instead of the expected 75%. She noted that the program is approximately $30,000 under on a grant but confirmed that the remaining funds are anticipated to be fully expended by the grant deadline of October 31, 2025.

Juan Martinez motioned to approve report and Dana Johnson seconded the motion. Motion carried.

2. Financial & Data Analyst monitoring report

   There were no errors and no questions.

   Leslie Guillot motioned to approve report and Yolanda Ramon seconded the motion.

3. Policies:
   a. FISCAL12 Cash Forecasting, Chg. 1
   b. FISCAL13 Cash Management, Chg. 1
   c. FISCAL26 GASB-96

d. FISCAL27 Journal Voucher

Betsy provided an overview of the recent changes and updates made to FISCAL12 and FISCAL13. She also explained the necessity of including FISCAL26 and FISCAL27 to ensure compliance with the communication letter related to the audit.

Arturo Gonzales motioned to approve all the policies and Leslie Guillot seconded the motion. Motion carried.

Information Items:

1. Workforce Contracts for:
    a. 2725WOR001 – Workforce Innovation and Opportunity Act – Rapid Response $14,173 for July 1, 2025 – June 30, 2026
    b. 2725WOA001- Workforce Innovation and Opportunity Act – Adult $758,215 for July 1, 2025 - June 30, 2027
    c. 2725WOD001 – Workforce Innovation and Opportunity Act – Dislocated Worker $410,173 for July 1, 2025 – June 30, 2027
    d. 2725WOY001 – Workforce Innovation and Opportunity Act – Youth $809,191 for July 1, 2025 – June 30, 2027
    e. 2725WPA001 Amendment #1 – Wagner Peyser Employment Services $16,158 July 22, 2025 – December 31, 2025

Rosie briefly went over each contract and there were no questions.

C. Child Care Committee – Margot Mata, Chaired

Action Items:

1. Child Care Quality Expenses in the amount of $195,000

The expenditure consists of $100,000 for staff retention bonuses, $80,000 Scholarships for CDA Classes and renewals and $15,000 for Curriculum Support.

Arturo Gonzales motioned to approve expenditure and Dana Johnson seconded the motion. Motion carried.

2. Child Care Policies:
    a. CC24 - Child Care Holiday Pay Policy
    b. CC25 – Early Learning Staff Retention Bonus Policy

Marisa explained each policy. Purpose of the Child Care Holiday Pay Policy is to establish a clear and fair policy for paid holidays to all child care providers. Early Learning Staff Retention Bonus Policy establishes a

retention bonus program designed to reward and retain qualified early learning staff.

Arturo Gonzales motioned to approve Policies and Myrta Garcia seconded the motion. Motion carried.

Information Items:

1. Child Care report

Marisa briefly gave a verbal report for Child Care. She stated they are meeting performance. Still working on getting providers to become Texas Rising Stars. There has been a lot of Professional Development for Child Care staff. Have had Advisory Committee meetings to discuss issues with licensee, changes, and materials that are being purchased for the centers. No questions asked

D. Monitoring and Oversight Committee -Juan Martinez, Chairperson

Action Items:

1. Board Monitoring Reviews: April – May 2025
    a. SNAP (April & April-May 2025)
    Error rates were found in May, MRGDC is already on probation till Oct. 2025

    b. Choices (April & April-May 2025)
    Error rates were found in April and in May, MRGDC is already on probation till Oct. 2025

    c. WIOA
    For April and May there were some repeat findings with WIT Data Entry, Employment Plan and Financial. Rosie recommends for contract to be on probation.

    d. Child Care
    First time findings for Eligibility, Referral/Parent Fee, File Maintenance and Notification-Mandatory one -on-one training by the Contractor with case manager.

    e. RESEA
    Eligibility, Assessment and WIT Data Entry are repetitive findings.

Rosie clarified that, according to policy, a tiered response is followed in the event of repeated findings. For a first-time finding, the contractor is responsible for conducting the necessary training. If the issue occurs a second time, the Board provides training. In the case of

a third occurrence, it is recommended that the Board place the contractor on probation in accordance with established procedures.

Barbara presented the in-house monitoring report for May and June. She explained that SNAP and Choices customers are referred by HHSC. A growing number of customers are opting for the $1,000 yearly benefit instead of monthly assistance, which exempts them from participating in the program—resulting in a decline in participation numbers.
In June, six cases were reviewed, with three containing notable findings. Of the current participants, seven are from the Choices program and three from SNAP. Barbara noted technical issues with the outreach report and, upon personal review, identified additional customers who were not captured in the outreach pool. These cases have been forwarded to case managers for immediate follow-up. She emphasized that serving fewer participants increases the margin of error. In response, their monitoring tool has been updated to include the approved purchasing order, a metric the board is also reviewing, and which had previously appeared as an error. Regarding the Choices program, 12 cases were monitored, and two had notable findings. Barbara mentioned the possibility of the board reviewing cases prior to internal monitoring. She confirmed that a staff member now reviews cases daily to catch errors promptly, and she meets regularly with Annabelle to ensure early identification and resolution of issues.

Rodrigo Jaime motioned to approve Snap, Choices and Child Care as presented and approve WIOA and RESEA with a plan of action to show improvement by the end of Sept. 30. Aracely Castle seconded the motion. Motion carried.

2. Policies:
    a. ADMIN01 Equal Opportunity Policy, Change 2

Required revision of policy language.

Myrta Garcia motioned to approve all the policies and Margot Mata seconded. Motioned carried.

Information Items:

1. WFS Program Reports
2. VOS Greeter Report
3. Student Navigator Report

4. Youth Coach Report

Rosie briefly went over each report. No Questions.

E. Economic Development Committee-Laura Lopez, Chairperson

Action Items:

None

Information Items:

1. Middle Rio Grande Labor Local Area Employment Statistics
2. Middle Rio Grande Labor Market Information

There were no questions.

Information Items:

None

F. Executive Director's Report - Rosie Lozano

Rosie briefly went over her report that was provided in the board packet. She also mentioned that TWC annual conference was being held on Dec. 4, 2025.

G. Executive Director's Report - Michelle Garcia

Michelle briefly went over her report that was provided in the board packet. She also mentioned that MRGDC was having their annual event on August 20, 2025 and everyone was welcome.

H. Other Business

None

I. Adjourn

Rodrigo Jaime made a motion to adjourn and seconded by Juan Martinez. Motion carried. Adjourn at 3:29pm.

_____ _____

Juan Martinez
Secretary

Date

Workforce Solutions Middle Rio Grande Board
MINUTES

BOARD OF DIRECTORS' MEETING

In Person / Virtual — Workforce Solutions Board Room
October 9, 2025 — Thursday 1:00 PM

OFFICERS PRESENT:
Rodrigo Jaime, Parliamentarian, Private Sector, Carrizo Springs
Myrta Garcia, Treasurer, CBO, Cotulla
Juan Martinez, Secretary, CBO, Carrizo Springs
Laura Lopez, Vice-Chair, Private Sector, Crystal City

MEMBERS' PRESENT:
Monica Gonzales
Lydia Sieple
Wendall Sansom
Ernest Flores
James Glasscock
Shelly Collins
Sara Rivas
Melissa Hayman
J.J. Suarez
Margot Mata

MEMBERS ABSENT:
Christopher Hiller, Chairperson, Private Sector, Eagle Pass
Cecil Snowden
Jesse Rizo
Larry Martin
Romelia Aranda
Dora Garza Velasquez
Juan C. Vasquez
Harry McHazlett
Aracely Castle
Michael Grooms
Arturo Gonzales
Cody Smith
Jesse Martinez, Jr.
Leslie Guillot
Sergio Diaz
Yolanda Ramon
Dana Johnson

OTHERS PRESENT:
Rosie Lozano
Nereida Santos
Barbara Lopez
Roxanne Gonzalez
Michelle García
Arianna Gonzalez
Betsy Prado
Bobby Castillo
Brenda Gonzalez
Marcos Gonzeles
Hon. Judge Bell A. Rubio
Tammy Ames
Dawn White
Joe Herrera
Anna Jasso

I. CALL TO ORDER
Myrta Garcia, Treasurer, called the meeting of the Workforce Solutions Middle Rio Grande Board of Directors to order at approximately 1:01 PM.

II. INVOCATION
The invocation was made by Juan Martinez.

III. ROLL CALL
Nereida Santos called roll, and fourteen (14) board members were determined to be present. Having established no quorum, the following business was just discussed.

IV. INTRODUCTION OF GUEST (S)
Hon. Bella A. Rubio, Melissa Hayman (New Board Member), Dawn White, Joe Herrera, Anna Jasso, Tammy Ames

V. Public Comments
Myrta Garcia mentioned how spectacular the proclamation ceremony was that was held right before the board meeting.

VI. APPROVE MINUTES FOR: August 14, 2025
Unable to Approve currently. No Quorum

VII. Old Business
None

VIII. New Business

A. Executive Committee – Myra Garcia, Treasurer
Action Items:

Closed Session

Executive Session: Section 551.074 - For the purpose of considering the appointment, employment, evaluation, re-assignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Discuss the annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board.
Board Members went into close session at 1:09pm and resumed meeting at 1:44pm

Action Item:

1. Present the annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board.

The evaluation will take place in several phases. The first phase has already been completed, during which the board met. The second phase will involve meeting with Rosie as an executive board to speak with her and ask about her accomplishments. The final phase will be to reconvene as a board and conclude the evaluation.

Myrta mentioned that the input provided by all board members was valid and positive, indicating that we are heading in the right direction.

2. Review/Approve Workforce Solutions Middle Rio Grande Board Programmatic Risk Assessment of the Middle Rio Grande Development Council as contractor for Workforce and Child Care:

Rosie briefly went over the report, stated that she did not assign a score; she simply added comments based on what was discussed, as that was what was asked of her to provide. Report will have to be ratified at next board meeting at which she will provide with an update. No action was taken.

Information Item:

1. Non-Compliance of the Board
2. Update - Board Membership

3. Report #25.27.0001 Subrecipient Monitoring review of Child Care Services, Choices, Employment Services and WIOA for the period of January 1, 2024 – January 31, 2025.
4. Report #25.27.0001 Subrecipient Monitoring review of Supplemental Nutrition Assistance Program E&T for the period of January 1, 2024 – January 31, 2025.

Rosie went over each report and explained them individually. She noted that the board is currently not in compliance, and we will be reaching out to the judges who need to appoint new members. She also explained which counties have vacancies and that we are in need of a childcare representative.

Additionally, she reviewed the Child Care Services, Choices, Employment Services, WIOA, and the SNAP monitoring report that was included in the board packet. Barbara also provided further explanation.

B. Finance and Audit Committee – Myrta Garcia, Treasurer
Action Items:

1. Review/Approve - Garza/Gonzales & Associates Annual Audit – 1st extension for audit year ending September 30, 2025, estimated fee of $38,850 and up to $2,500 travel reimbursement.

Rosie spoke with Ruben Martinez about scheduling a meeting to determine when they plan to come in to conduct the review for the fiscal year ending September 20, 2025. Betsy requested that the audit start no later than the second week of November.

Juan Martinez stated that he will need to abstain from any action items related to Ruben Martinez due to their family relationship. Rosie noted that during the December board meeting, he will abstain from any such items.

2. Review/Approve - Child Care Contract Amendment #1 – Local Match Grant

TWC notified Rosie back in April that the local match grant funds must be allocated to direct care, requiring an amendment to the child care contract. In previous years, the board retained the local match funds to support quality initiatives and help centers meet TRS standards. However, this year, when we prepare the child care contract, the local match will be placed on the contract side because 100% of the local match must now go directly to direct care.

3. Review/Approve August 2025 WFSMRG Fiscal Agent Expenditure report

Rosie reviewed the expenditure report and noted that the sub-totals are currently at 84%, while they should be at 92%. The report reflects totals through August, so the next report should include September numbers, and all funds should be fully expended by October. Betsy further explained that the expenditure totals should update once the Child Care funds are transferred to the COG side.

4. Review/Approve - Financial & Data Analyst monitoring report

Rosie stated that there were no findings for the months of June and July

5. Review/Approve - Policies:
    a. FISCAL024 Property Management, Chg. 1

The policy change required by FMGC was the update of the threshold amount from $5,000 to $10,000.

Information Items:

1. Revenue vs. Expenditure summary for August 2025
2. Workforce Contracts for:
    a. 2726TAF001 – Temporary Assistance for Needy Families/Choices $783,754 for Oct 1, 2025 – Oct 31, 2026
    b. 2726CCQ001 – Child Care and Development Fund Quality Improvement Activity $537,777 for Oct 1, 2025 – Oct 31, 2026
    c. 2726CCP001 – Texas Department of Family and Protective Services Child Care, Sept 1, 2025 – Dec 31, 2026
    d. 2726CQF001 – Child Care and Development Fund Quality Four Percent Activities $298,850 for Oct 1, 2025 – Oct 31, 2026
    e. 2725REA001 Amendment #1 – Reemployment Services and Eligibility Assessment $207,500 Sept 1, 2025 – Feb 28, 2026
    f. 2726SNE001 – Supplemental Nutrition Assistance Program $135,684 Oct 1, 2025 – Sept 30, 2026

Betsy reviewed the Revenue vs. Expenditure Summary and asked if there was any additional information the board would like included in the report. Myrta requested that the report show where we are expected to be at this time. No questions.

C. Child Care Committee – Myrta Garcia, Treasurer

Action Items: None

Information Items:

1. Child Care report

Marisa will be providing an update on the expenditure at the Board Meeting in December. Brenda presented an oral report on the child care waitlist. There were originally 833 families on the waitlist; the current count is 721, with 51 pending. Staff are working on 12 cases that are expected to be approved, and 11 cases are still missing documentation. In the past month, 27 families have been placed, totaling 42 children. Brenda noted that when the waitlist was transferred from TWIST to KinderTrack, some numbers were duplicated. The only way to remove these duplicates from the report is by placing the families; otherwise, they remain on the waitlist as duplicates.

D. Monitoring and Oversight Committee -Myrta Garcia, Treasurer

Action Items:

1. Review/Approve Board Monitoring Reviews: June – July 2025
    a. SNAP
    b. Choices
    c. WIOA
    d. Childcare
    e. RESEA

Rosie provided an update for each program, including the number of files reviewed for each one and the months that were monitored. She explained the findings, error rates, and noted areas of improvement. All corresponding reports were included in the board packet.
She also explained that Michelle will be monitoring files every Tuesday and Friday, and she now has access to TWIST.

2. Review/Approve Policies:
    a. ALL12 Access and Data Security for Workforce Applications, Change 6

Needed to update policy to say the following: The Contract must comply with assuring that all PII information is kept confidential and secure. That all PII is collected, used and stored in a manner that will not be accessible to unauthorized personnel. This written in the One Stop Contract just needed to be added to the policy.

Information Items:

1. WFS Program Reports

2. VOS Greeter Report
3. Student Navigator Report
4. Youth Coach Report

Rosie explained each report and provided a brief overview of the documents included in the board packet. She noted that the youth coaches and the Student Hireability Navigator have been conducting extensive outreach, assisting many individuals, and informing them about available services.

E. Economic Development Committee-Myrta Garcia, Treasurer

Action Items: None

Information Items:
1. Middle Rio Grande Labor Local Area Employment Statistics
2. Middle Rio Grande Labor Market Information

Rosie went over the unemployment rate in the counties; there were no questions.

Information Items:
None

F. Executive Director's Report - Rosie Lozano

Rosie reviewed her report and informed the Board that Ed Serna has retired from the Texas Workforce Commission (TWC). She stated that she continues to work with Betsy and Cano & Company regarding the Uvalde lease, which is set to expire in December. Rosie reminded Board members that the TWC 28th Annual Conference will take place in December and requested that any members interested in attending to notify us. Her report was included in the Board packet.

G. Executive Director's Report - Michelle Garcia

Michelle briefly reviewed her report and informed the Board that a meeting was held with both Executive Boards, which she described as very productive. She stated that the groups plan to stay in weekly contact to provide updates on progress. Michelle also reported that the Red, White, and You hiring event is scheduled to take place in Del Rio on November 6, 2025.

H. Other Business

None

I. Adjourn

There being no further business, the meeting was concluded at **2:54 p.m.**

_____ _____

Juan Martinez
Secretary

Date

Middle Rio Grande Development Council
Program Risk Assessment
August 1, 2024 –July 31, 2025

INHERENT RISK			
Program Size to Total Federal Asst Received		**Score**	**Comment**
Less than 15% of revenue comes from federal and/or state funds	2=Low		Greater than 50% of revenues come from federal and/or state funds
Between 15 and 50% of revenue comes from federal and/or state funds.	4=Moderate		
Greater than 50% of revenues come from federal and/or state funds	6=High	6	
Newness of Contractor to Program		**Score**	**Comment**
Operating for 3 years or more and experienced no significant changes.	2=Low	2	The contractor has been operating for over 20 years.
Operating for at least 1 year but less than 3 years without significant changes.	4=Moderate		
Less than 1 year of operating or has experienced significant and complex changes	6=High		
Timeliness/Accuracy of Program Reporting		**Score**	**Comment**
Reports were timely and error free during last program year	2=Low		Reports have been submitted late and inaccurately on some occasions.
Reports have been late on 1 to 4 occasions or had minor errors during last program year.	4=Moderate	4	
Reports have been late more than 4 times and/or reports contained major errors during last program year.	6=High		
Prior Compliance Issues		**Score**	**Comment**
There have been minimal Observations and Findings in the last 2 program years with no questioned or disallowed cost.	2=Low		Contractor has not been able to clear up SRM findings for Choices and SNAP with Audit Resolution for PY24, finding from previous reports that are still in Audit Resolutions may be included in PY25 report as a prior issue. TWC and the Board have provided both virtual and in-person training on the specific findings. Contractor is under 5 PIA's: Adult Q2 Employed, Adult Q4 Employed, Youth Employed/Enrolled Q2, Youth Employed/Enrolled Q4, Youth Credential. No TAP's or CAP's currently
Experienced minor instances of Observations and Findings with minimal questioned or disallowed cost in the last 2 program years.	4=Moderate		
Experienced significant Findings in the last program years with questions or disallowed costs.	6=High	6	
Personnel Turnover		**Score**	**Comment**
Little or no turnover in the last program year.	2=Low		Contractors have a 57.5% turnover rate with 23 workforce and childcare staff resigning/terminated within a one-year period.
Some turnover in the last program year that impacts key areas.	4=Moderate		
Significant turnover in key personnel in last program year which could have a significant impact on the program.	6=High	6	
Effective of Internal Monitoring		**Score**	**Comment**
An effective internal monitoring function is in place. Written procedures are available, as well as evidence that a complete internal monitoring for all programs and centers had been conducted effectively and regularly during the last program year	2=Low		WIOA Youth (6223) did not meet the 35% benchmark for pass thru funds (needed to expense $252,323, actual expenses $215,957) and they did not make the 25/75% In School Out of School mark (needed to expense I/S $63,080 actual expense $42,818) (needed to expense O/S $189,242 actual expense $173,138) based on financial reports. WIOA Adult (6123) did not meet the 35% benchmark for pass thru (needed to expense
Procedures are available, but a complete internal monitoring for all programs and centers has not been conducted effectively and on a regular basis in the last program year.	4=Moderate		

Procedures are available; but need to be updated, evidence of incomplete or no internal monitoring is not available for last program year.	6=High	6	$234,075, actual expenses $207,447) Board monitor has findings that Q/A did not indicate on their monitoring.
Complaints and Official Inquiries		**Score**	**Comment**
There were no unresolved complaints received in last program year that required WFSMRG or TWC intervention.	2=Low	2	There are no official complaints.
There were unresolved complaints received by WFSMRG/TWC in the last program year, that upon investigation, were not warranted.	4=Moderate		
There have been a significant number of complaints in the last program year that have warranted investigations due to possible fraud, abuse, discrimination, or other irregularities.	6=High		
Performance Measures		**Score**	**Comment**
The contractor has met targeted performance outcomes on a consistent basis in the last 2 program years.	2=Low	2	MPR's are only for March, April and May 2025. Contractor has an average score of 84.62%. MPR's are lacking some information (WIOA Youth and CT).
The contractor has failed to meet 2 or more performance measures in the last program years.	4=Moderate		
The contractor has failed to meet 3 or more performance measures in the last program years.	6=High		
CONTROL RISK			
Adequacies of Policies and Procedure		**Score**	**Comment**
In-depth updated procedures are in place and enforced.	2=Low		Board policies need to be followed, have had 3 occasions with minor infractions on the same policy. Procedures need to be reviewed and updated and presented to staff.
Procedures are in place with occasional minor infractions.	4=Moderate	4	
Procedures are outdated or do not meet the standard.	6=High		
Management's Knowledge of Laws/Regulations		**Score**	**Comment**
Fully understands all laws and regulations that pertain to the contract.	2=Low		Less than a year – Quality Assurance, Business Service Coordinator, Finance Officer. Less than 2 years – Executive Director, Director of Workforce Programs, Assistant Director of Operations, Workforce Program Coordinator, Lead Quality Assurance Assistant Director of Childcare
Familiar with all laws and regulations that pertain to the contract and can find answers to identified contractual issues.	4=Moderate	4	
Does not understand all laws and regulations that govern their particular contract.	6=High		
Segregation of Duties		**Score**	**Comment**
Workload is evenly divided with no more than 2 layers	2=Low		Several layers of reviews bottlenecks process. Center Managers, then Quality Assurance, reviews all eligibility for WIOA before it is approved and requisition will be sent to be approved which delays the enrollment process.
Some inequities in workload with 3 layers of direct supervision	4=Moderate	4	
A few carrying the workload of others with no clear supervision or over supervised chain	6=High		
Experience Level of Management		**Score**	**Comment**
All management has over 3 years of experience on current contract in current management position	2=Low		Experience Level: Less than a year – Quality Assurance, Business Service Coordinator, Finance Officer, Center Manager – Del Rio and Eagle Pass, Business Service Mgr. – Del Rio, Case Manager – Del Rio, Uvalde, Eagle Pass. Less than 2 years – Executive Director, Director of Workforce Programs, Assistant Director of Operations, Lead Quality Assurance, Workforce Program Coordinator, Assistant Director of Childcare
Management has 2-3 years of experience on current contract in current management position	4=Moderate		
Management has less than 2 years of experience on current contract in current management position	6=High	6	
Extent of Management Reviews/External Monitoring		**Score**	**Comment**
Bimonthly Board monitoring reports result in	2=Low		Choices: Repeat finding for Eligibility,

little to no errors. Board monitoring reports do not have a consistent error.			Assessment, Noncompliance and Participation. Repetitive findings: WIT Data Entry SNAP: Repeat findings for Noncompliance and participation. Repetitive findings: Assessment and WIT Data Entry WIOA: Repeat findings for WIT Data Entry, Financial and Employment Plan RESEA: Repeat finding for Assessment, Eligibility and WIT Data Entry Board has put Contractor on probation till October 2025.
Bimonthly Board monitoring reviews result in some errors. Board monitoring reports have some re occurring errors.	4=Moderate		
Bimonthly Board monitoring reviews results show several errors. Board monitoring reports have several and/or consistent re occurring errors.	6=High	6	
Responsiveness/Availability of Senior Staff		**Score**	**Comment**
Senior Staff will respond timely, meet deadlines and are accessible and available.	2=Low	2	Executive Director and Senior staff have been available to the Boards requests. They have shown improvement in communication. Sometimes reminders will need to be issued on Board policies.
Senior Staff will usually respond timely, usually meet deadlines and are usually accessible and usually available.	4=Moderate		
Senior Staff usually do not respond timely, usually miss deadlines. Senior Staff is usually unavailable or accessible.	6=High		
Training and Staff Development		**Score**	**Comment**
Ongoing training is provided **and/or** training is provided based on identified needs.	2=Low		Board and TWC has done several trainings for Contractor management including the findings that have not been cleared for Audit Resolution. There is evidence of management training but no documentation on front line staff training (was not provided by deadline). This is a big concern since Contractor has not been able to correct the errors identified by SRM/Audit Resolution even though extensive training has been provided.
There is periodic training for management **and/or** staff.	4=Moderate		
There is no training for management **and/or** staff.	6=High	6	
Other		**Score**	**Comment**
Contractor did not have any issues	2=Low		Board has had to provide several trainings related to monitoring and Audit Resolution findings: 8/13/2024 SNAP E&T (Work Activities & Noncooperation) 8/14/2024 Choices (Work Activities & Noncooperation). 8/19/2024 WFP and monitoring. 11/13/2024, 2/28/2025, 4/28/2025, 7/24/2025 SNAP and Choices (Monitoring Errors). We have had some partner agencies reach out to the Board with concerns. Board has had to meet with Contractor to resolve these issues. During financial meetings, discussion is not followed through. Flyers are not being approved by board before being released.
Contractor has some issues to cause concern as described in comments	4=Moderate	4	
Contractor had several issues to cause concern as described in comments.	6=High		
		Score	**Comment**
Low Risk = 0-50	2=Low		
Moderate Risk = 51-70	4=Moderate	70	
High Risk = 71 or higher	6=High		

Workforce Solutions Middle Rio Grande Board
Program Risk Assessment

Contractor: Middle Rio Grande Development Council
Period of Assessment: **August 1, 2024 – July 31, 2025**
Date Risk Assessment Presented to Board: August 14, 2025
Risk Score: 70 – High Moderate Risk

This risk assessment is designed to:

- Identify those Contractors that pose the highest risk to WFSMRG, therefore require more frequent monitoring.
- Identify program areas that pose the highest risk WFSMRG, therefore require in-depth reviews.
- Identify and minimize serious problems from arising at the Contractor level.

Risk assessment considers:

- Instability in the management environment and large turnovers in their workforce.
- Ineffective or inefficient management controls.
- Significant gaps between expected and actual results.
- Large commitments of State and Federal resources,
- Complex information systems used for tracking program status for clients.

There are two components of the risk assessments that will be conducted for each contract annually, they are:

- Inherent Risk is the susceptibility of material non-compliance with a compliance requirement assuming that there were no related internal control problems.
- Control Risk is the risk that material errors or irregularities will not be prevented or detected by the internal control structure. The Assessment Tool will determine the overall evaluation of Contractor's risk assessment which will be used to focus on the more critical Contractors/Programs.

There are three general categories of risk:

- Low-risk Score of 0-50
- Moderate-risk Score of 51-70
- High-risk Score of 71 or higher

Risk assessments are done on an annual basis. In determining the risk assigned to Contractors/Programs a point value will be assigned to each of the categories being evaluated. A value of "2" will indicate the risk is low. A value of "4" will indicate moderate-risk, and a value of "6" will indicate high-risk.

The overall risk designed is Moderate Risk (a score of 70)

Risk Assessment Narrative:

The Contractor's overall operation and management of the Middle Rio Grande Workforce system has been designated as a Moderate Risk. The Board and Contractor work together to provide workforce development services to the region. The Contractor has been the operator for the workforce center system since the inception of the Board. The

Contractor is a Council of Governments, providing direct input and oversight from the region's chief elected officials.

Assessment of Risk:

- Some reports have been submitted late and/or inaccurate. The Board has had to send out reminders on reports that are due.
- The Contractor has not been able to clear up SRM findings for PY24 for SNAP and Choices: Noncooperation and Work Activities. These are still being reviewed by the Audit Resolution team. We were not monitored for these items in PY25 due to previous findings, which are still unresolved. The Board and TWC have provided several training's regarding these attributes.
- The Contractor is under 5 PIA's at the end of July 2025.
- Turnover rate of 57.5% (23/40) in one year.
- Contractor failed to meet the 35% benchmark for the Pass Thru funds for WIOA Adult, and WIOA Youth. Also, Contractor failed to meet the State mandated benchmark for In School (25%) and Out of School (75%). These benchmarks are outlined in the WIOA guidelines.
- In comparison with the Board monitoring versus the Contractor monitoring, there were errors that the Board identified that were not identified by the Quality Assurance team. The Board monitoring identified several reoccurring errors.
- Clients/Training providers reached out to the Board due to delays in getting the application processed. Case Managers submit applications to Center Managers who review all eligibility for WIOA and then pass it to the Quality Assurance team for their review and still needs approval for the requisition from upper management.
- The Contractor needs to follow Board policies, especially when a determination needs to be made on closing the center. This is the Board's decision, and it needs to merit an acceptable reason. Also, the Board has the final approval of any publication, promotions, media and other items that promote the Workforce Solutions Centers.
- Several Administrative staff have less than 2 years' experience in their current management position. New center managers at the larger centers (Eagle Pass and Del Rio) have less than a years' experience.
- The Contractor has been placed on probation for repetitive findings for Choices and SNAP. There are also repeat findings in RESEA and WIOA that will require the Board to provide technical assistance.
- There is documentation on training for management but there was no documentation for training/information provided to front line staff provided by the deadline.
- The Contractor has tried different approaches to correct the errors that SRM and the Board have identified but to no avail.
- There have been concerns brought to the Board from partner agencies that the Board has had to address with the Contractor.

2025-2026 Monitoring Plan

The Board will conduct bi-monthly program monitoring. The focus of the reviews will be, but not limited to:

Choices:

- Tracking and documentation of participation
- Counselor notes will document pertain information
- Noncompliance
- Eligibility

WIOA Adult /Youth/DW

- Data entry
- Case Management
- ITA
- Follow up

Child Care

- Income eligibility
- Improper Payments

SNAP E&T

- Noncompliance
- Workfare Agreements
- Counselor notes will document pertain information
- Tracking and documentation of participation

RESEA

- RESEA services
- Job Search Logs
- Data entry into WIT

Other

- Procedures

A varied sample of active and\or exited cases will be pulled and reviewed for each workforce program. Every attempt will be made to review files from each case manager in all programs and centers. Board monitoring will be done (time permitting) bi-monthly.

The results of the monitoring will be provided to the Board of Directors at the bi-monthly Board Meetings

Middle Rio Grande Development Council
Program Risk Assessment
October 1, 2025 – November 30, 2025

INHERENT RISK			
Program Size to Total Federal Asst Received		**Score**	**Comment**
Less than 15% of revenue comes from federal and/or state funds	2=Low		Greater than 50% of revenues come from federal and/or state funds This will always be a 6 because they hold all the grants/contracts.
Between 15 and 50% of revenue comes from federal and/or state funds.	4=Moderate		
Greater than 50% of revenues come from federal and/or state funds	6=High		
Newness of Contractor to Program		**Score**	**Comment**
Operating for 3 years or more and experienced no significant changes.	2=Low		The contractor has been operating for over 20 years. They have been operating for over 20 years.
Operating for at least 1 year but less than 3 years without significant changes.	4=Moderate		
Less than 1 year of operating or has experienced significant and complex changes	6=High		
Timeliness/Accuracy of Program Reporting		**Score**	**Comment**
Reports were timely and error free during last program year	2=Low		
Reports have been late on 1 to 4 occasions or had minor errors during last program year.	4=Moderate		
Reports have been late more than 4 times and/or reports contained major errors during last program year.	6=High		
Prior Compliance Issues		**Score**	**Comment**
There have been minimal Observations and Findings in the last 2 program years with no questioned or disallowed cost.	2=Low		Contractor was unable to clear up SRM findings for Choices and SNAP with Audit Resolution for PY24. Contractor will be placed on a CAP for 2nd year finding in both Choices and SNAP programs.
Experienced minor instances of Observations and Findings with minimal questioned or disallowed cost in the last 2 program years.	4=Moderate		
Experienced significant Findings in the last program years with questions or disallowed costs.	6=High		
Personnel Turnover		**Score**	**Comment**
Little or no turnover in the last program year.	2=Low		For the 2-month period of this review, there have been no resignations/terminations. Vacancies: RESEA Specialist (due to promotion), Child Care Case Manager and Business Services Manager (hired and set to start 12/8).
Some turnover in the last program year that impacts key areas.	4=Moderate		
Significant turnover in key personnel in last program year which could have a significant impact on the program.	6=High		
Effective of Internal Monitoring		**Score**	**Comment**
An effective internal monitoring function is in place. Written procedures are available, as well as evidence that a complete internal monitoring for all programs and centers had been conducted effectively and regularly during the last program year	2=Low		Youth grant has not been fully expensed for FY24 Out of School Youth still has a balance of $58,390. For FY2725 there are only $14,366 (I/S Youth) expenses. For the FY2724 grants we should be 100% expended (granted it doesn't expire till June 2026, but we need to use this money before we start using FY25 money). For FY25 grant we should be 33% expended (we are at 1.06%) WCI Grant had a balance of $2,206 left. There is documentation that QC has identified issues that could potentially be corrected before the Board monitoring.
Procedures are available, but a complete internal monitoring for all programs and centers has not been conducted effectively and on a regular basis in the last program year.	4=Moderate		
Procedures are available; but need to be updated, evidence of incomplete or no internal monitoring is not available for last program year.	6=High		

Complaints and Official Inquiries		Score	Comment
There were no unresolved complaints received in last program year that required WFSMRG or TWC intervention.	2=Low		There are no official complaints.
There were unresolved complaints received by WFSMRG/TWC in the last program year, that upon investigation, were not warranted.	4=Moderate		
There have been a significant number of complaints in the last program year that have warranted investigations due to possible fraud, abuse, discrimination, or other irregularities.	6=High		
Performance Measures		**Score**	**Comment**
The contractor has met targeted performance outcomes on a consistent basis in the last 2 program years.	2=Low		MPR's for September was at 72.22%, MPR for End of the Year 2025 was at 77.78% MPR is now reflecting Youth measures. Failing 5 measures in September 2025.
The contractor has failed to meet 2 or more performance measures in the last program years.	4=Moderate		
The contractor has failed to meet 3 or more performance measures in the last program years.	6=High		
CONTROL RISK			
Adequacies of Policies and Procedure		**Score**	**Comment**
In-depth updated procedures are in place and enforced.	2=Low		
Procedures are in place with occasional minor infractions.	4=Moderate		
Procedures are outdated or do not meet the standard.	6=High		
Management's Knowledge of Laws/Regulations		**Score**	**Comment**
Fully understands all laws and regulations that pertain to the contract.	2=Low		Less than a year –Business Service Coordinator, Finance Officer. Quality Assurance Coordinator Less than 2 years –Workforce Program Coordinator, Quality Assurance Coordinator
Familiar with all laws and regulations that pertain to the contract and can find answers to identified contractual issues.	4=Moderate		
Does not understand all laws and regulations that govern their particular contract.	6=High		
Segregation of Duties		**Score**	**Comment**
Workload is evenly divided with no more than 2 layers	2=Low		During monitoring review, it was noted that there were several files with delay's on approving case files. This was creating some issues for clients to get into training timely. Staff will now record the transitions of the files from Case Manager to Center Manager to Quality Assurance to establish where the hold up is taking place.
Some inequities in workload with 3 layers of direct supervision	4=Moderate		
A few carrying the workload of others with no clear supervision or over supervised chain	6=High		
Experience Level of Management		**Score**	**Comment**
All management has over 3 years of experience on current contract in current management position	2=Low		Less than a year –Business Service Coordinator, Finance Officer. Quality Assurance Coordinator Less than 2 years –Workforce Program Coordinator, Quality Assurance Coordinator
Management has 2-3 years of experience on current contract in current management position	4=Moderate		
Management has less than 2 years of experience on current contract in current management position	6=High		
Extent of Management Reviews/External Monitoring		**Score**	**Comment**
Bimonthly Board monitoring reports result in little to no errors. Board monitoring reports do not have a consistent error.	2=Low		Choices: Finding for WIT Data Entry, Non-Compliance, Notification and Performance. SNAP: Findings for WIT Data Entry, Non-compliance and Notification. WIOA: Finding Data Entry, Support Services and Financial. RESEA: Finding in Assessment, Employment Plan and Notification. Child Care: Finding Eligibility, Parent Fee, File Maintenance, Notification. Board has put Contractor on probation till October 2025. Documented in Board packets.
Bimonthly Board monitoring reviews result in some errors. Board monitoring reports have some re occurring errors.	4=Moderate		
Bimonthly Board monitoring reviews results show several errors. Board monitoring reports have several and/or consistent re occurring errors.	6=High		

			There is a disallowed cost for a WIOA file. PO was created after the start of the training.
Responsiveness/Availability of Senior Staff		Score	Comment
Senior Staff will respond timely, meet deadlines and are accessible and available.	2=Low		
Senior Staff will usually respond timely, usually meet deadlines and are usually accessible and usually available.	4=Moderate		
Senior Staff usually do not respond timely, usually miss deadlines. Senior Staff is usually unavailable or accessible.	6=High		
Training and Staff Development		Score	Comment
Ongoing training is provided **and/or** training is provided based on identified needs.	2=Low		Board has not provided training but has responded to questions from Contractor.
There is periodic training for management **and/or** staff.	4=Moderate		
There is no training for management **and/or** staff.	6=High		
Other		Score	Comment
Contractor did not have any issues	2=Low		Audit Resolution has been closed, and the Board has been sanctioned and put on a CAP with TWC. WFSMRG will be presenting the CAP that will be imposed on the Contractor. There is a file with a disallowed cost for a WIOA file.
Contractor has some issues to cause concern as described in comments	4=Moderate		
Contractor had several issues to cause concern as described in comments.	6=High		
		Score	Comment
Low Risk = 0-50	2=Low		
Moderate Risk = 51-70	4=Moderate		
High Risk = 71 or higher	6=High		

Contract Number	2725WFSMRGB-CCS Amendment 1	Begin Date	April 22, 2025	End Date	September 30, 2025

Workforce Solutions Middle Rio Grande Board Child Care Services Contract	
Contractor Information	
Name	Middle Rio Grande Development Council
Mailing Address	P.O. Box 1199
Physical Address	307 W. Nopal St.
City/State/Zip	Carrizo Springs, Texas 78834
Telephone Number	830.876.3533
E-Mail Address	michelle.garcia@mrgdc.org
Board Information	
Name	Workforce Solutions Middle Rio Grande Board
Mailing Address	P.O. Box 760
Physical Address	216 W. Main St.
City/State/Zip	Uvalde, Texas 78802
Telephone Number	830.591.0141
E-Mail Address	rosalind.lozano@wfsmrg.org

BUDGET	
Amount	Grant/Program
$ 982,022	Child Care Services – Administration/Operations
$ 8,838,197	Child Care Services – Non-Operations
$ 492,442	Local Match – Non-Operations – Direct Care
$ 241,486	Texas Department of Family and Protective Services
$ 10,814,070	*Total

Remarks

*Based on Allocations – Subject to amendment based on actual available funding. This contract is contingent on the Contractor's acceptance of and compliance with the terms and conditions of this Contract and any referenced attachments on contract number 2725WFSMRGB-CCS. Amendment 1 includes adjustments to the following funding category: Child Care Local Match

Period of Award

This Contract shall begin on **October 01, 2024,** and shall terminate on **September 30, 2025,** unless amended or terminated in accordance with its terms and conditions. **This is the first extension of 4-year Contract.**

Signature Authority

The person signing this contract on behalf of Workforce Solutions Middle Rio Grande Board, and the Contractor hereby warrants that he or she has been fully authorized by the organization to:

- **Execute this contract on behalf of their organization, and**
- **Validly and legally bind their organization to all the terms, performances, and provisions of this contract.**

Contract Approval	Approval
Workforce Solutions Middle Rio Grande Board Christopher Hiller Date Board Chairman	Workforce Solutions Middle Rio Grande Board Rosie Lozano Date Executive Director
Contract Acceptance	Middle Rio Grande Development Council Michelle Garcia Date Executive Director

Workforce Solutions Middle Rio Grande Board

Executive Committee

December 11, 2025

Action Item
Lease Agreement for Uvalde Workforce Center

PURPOSE:
Provide the Board with an update of the lease agreement for Uvalde Workforce Center.

DISCUSSION:
The Uvalde Workforce Center lease will expire December 31, 2025. Cano & Company was contacted to provide us with a cost analysis of square footage and a recommendation regarding office space.

Fiscal Agent will provide a handout at the Board meeting.

ACTION: Approve lease agreement for Uvalde Workforce Center.

Workforce Solutions Middle Rio Grande Board

Executive Committee

December 11, 2025

Action Item

Executive Committee

PURPOSE:

To renew the contract for Cano and Company Real Estate Broker Services.

DISCUSSION:

To approve the extension of the contract with Cano and Company for Real Estate Broker Services. This will be the 1st extension of a 4-year contract. Contract will run from October 1, 2025, to September 30, 2026.

ACTION:

To approve the 1st extension for the contract with Cano and Company for Real Estate Broker Services.

2025-2026
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
EXEMPT COMPENSATION/SALARY SCHEDULE

Salary Group	Minimum	Midpoint	Maximum
B10	$27,910	$33,741	$39,571
B11	$29,332	$36,844	$44,355
B12	$30,840	$38,819	$46,798
B13	$32,439	$40,914	$49,388
B14	$34,144	$43,139	$52,134
Executive Administrative Assistant			
B15	$35,976	$45,511	$55,045
B16	$37,918	$48,024	$58,130
B17	$39,976	$50,688	$61,399
Youth Coach I			
B18	$42,521	$55,096	$67,671
Youth Coach II	Board Program Monitor/LMI-ETP		
Child Care Business Services Specialist	Child Care Texas Rising Star Mentor I		
B19	$45,244	$58,826	$72,408
Student HireAbility Navigator-EO/504 Officer			
B20	$48,158	$62,818	$77,477
B21	$51,278	$67,090	$82,901
Child Care Texas Rising Star Mentor II			
B22	$54,614	$71,659	$88,703
B23	$58,184	$76,549	$94,913
Board Accountant	Financial & Data Analyst		
B24	$62,004	$81,780	$101,556

11/25/2025

B25	**$66,259**	**$87,463**	**$108,666**
Deputy Director	**Director of Child Care Services-TRS Mentor Lead/HR**		
B26	**$72,886**	**$98,077**	**$123,267**
IT Director			
B27	**$80,174**	**$107,884**	**$135,594**
Executive Director			

Workforce Solutions Middle Rio Grande Board

Executive Committee

December 11, 2025

Action Item

Approval of Holiday Schedule

PURPOSE:

To comply with the Texas Government Code 662.003 and the Texas Workforce Commission Non-Financial Agreement Agency Board Agreement.

DISCUSSION:

In accordance with Texas Workforce Commission Agency Board Agreement Section 6 Board Operations and Contract Performance 6.4.2:

"The Board will maintain a Workforce Solutions Office, available at a minimum from Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. continuously, including lunch hours, in the local office's respective time zone, including state or federal holidays on which the Agency is required by law to be open, and at such other times as the Board deems necessary to meet local need for services; alternatively, the Board will maintain a virtual, Internet-based Workforce Solutions Office."

And Section 6.4.4:

"When a Board directed holiday is not a Texas state holiday, the Board is required to have at least one (1) office open within the respective LWDA."

Attached is the Workforce Solutions Middle Rio Grande Holiday Schedule for 2025-2026.

ACTION:

Approve Workforce Solutions Middle Rio Grande 2025-2026 Holiday Schedule.

Workforce Solutions Middle Rio Grande Holiday Schedule 2025-2026

Holiday	Agency Status	Date	Day of Week
Yom Kippur	Optional Holiday	10/02/2025	Thursday
Columbus Day	Skeleton crew required	10/13/2025	Monday
Veterans Day	All agencies closed	11/11/2025	Tuesday
Thanksgiving Day	All agencies closed.	11/27/2025	Thursday
Day after Thanksgiving	All agencies closed.	11/28/2025	Friday
Christmas Eve Day	All agencies closed	12/24/2025	Wednesday
Christmas Day	All agencies closed	12/25/2025	Thursday
Day after Christmas	All agencies closed.	12/26/2025	Friday
New Year's Day	All agencies closed	1/1/2026	Thursday
Martin Luther King, Jr. Day	All agencies closed.	1/19/2026	Monday
President's Day	All agencies closed	2/16/2026	Monday
Cesar Chavez Day	Optional Holiday	03/31/2026	Tuesday
Good Friday*	Skeleton crew required	4/3/2026	Friday
Memorial Day	All agencies closed.	5/25/2026	Monday
Juneteenth Day*	Skeleton crew required	6/19/2026	Friday
Independence Day*	Skeleton crew required	7/3/2026	Friday
Labor Day	All agencies closed.	9/1/2026	Monday
Rosh Hashanah	Optional Holiday	9/23/2026	Wednesday
Rosh Hashanah	Optional Holiday	9/24/2026	Thursday

*The WF center is scheduled to remain open with a skeleton crew comprised of TWC Merit Staff located at designated center along with Contractor staff as needed to provide appropriate services to workforce customers. All other WF centers will close and post a notification outside their center, and all calls will be forwarded to the center that remains open. TWC Merit Staff not at the open center will be required to telework from home unless on approved leave. Workforce staff who work on the skeleton crew will be provided with an alternate day off. Board office does not require a skeleton crew.

Skeleton Crew Holidays: A state agency must have enough state employees on duty to conduct business during the skeleton crew holidays listed.

Optional Holidays State Holiday: State employees are entitled to observe an optional holiday if the employee agrees to relinquish a state holiday (skeleton crew day) during that same fiscal year. If a skeleton crew day is not worked following the optional holiday taken off, either a day of vacation leave will be used, or the employee's pay will be docked for the amount owed to the state.

Workforce Solutions Middle Rio Grande Board

Executive Committee

December 11, 2025

Information Item

Update on Board Members Nominations and TWC Approvals

PURPOSE

To update the Board on the appointed WFSMRGB members and vacancies, submitted as of November 12, 2025.

DISCUSSION

Vacancies:

Val Verde County:
3 - Private Sector

Dimmit County:
1 – Private Sector or Community Based Organization

WFSMRG Board Liaison will continue to work with each CEO to assure all vacancies are filled as nominated or re-appointed by the CEO's.

Recommendation - none

11/12/2025

Workforce Solutions Middle Rio Grande

LAST	FIRST	Category	Company	Industry	Gender	Race	Hisp	Expires	Vacant	O.O.C.	Vet
Aranda	Romelia D.	prv sector	Aranda Real Estate LLC	Real Estate, Rent	F	White	Yes	06/30/26			No
Burkhart	Shawna	econ devl	City of Del Rio Economic	Public Administrat	F	White	No	06/30/28			No
Castle	Aracely	pub assist	Texas Health and Huma	Public Administrat	M	White	Yes	06/30/27			No
Collins	Shelly	prv sector	Leakey Mercantile	Retail Trade	F	White	No	06/30/27			No
Diaz	Sergio	prv sector	SEL Realty	Real Estate, Rent	M	White	Yes	06/30/27			No
Flores Jr.	Ernest	CBO	TX Organization of Rural	Health Care, Soci	M	White	Yes	06/30/28			No
Garcia	Myrta	CBO	South Texas Rural Healt	Health Care, Soci	F	White	Yes	06/30/28			No
Garza Velazqu	Dora Alicia	CBO	Eagle Pass Rotary Club	Other Services	F	White	Yes	06/30/27			No
Glasscock	James	CBO	Rocksprings Edwards V	Public Administrat	M	White	No	06/30/26			Yes
Gonzales	Arturo	CBO	Crystal City Lions Club	Other Services	M	White	Yes	06/30/26			No
Gonzales	Monica	rehab	TWC Voc Rehab Service	Public Administrat	F	White	Yes	06/30/26			No
Grooms	Michael D.	prv sector	Grooms Ready Mix LLC	Transportation, W	M	White	No	06/30/26			No
Hayman	Melissa	pub emplo	Texas Workforce Commi	Public Administrat	F	White	Yes	06/30/28			No
Hiller	Christopher	prv sector	A.E. Hiller & Sons, Inc.	Construction	M	White	Yes	06/30/28			No
Jaime	Rodrigo	prv sector	IGO Trojan House	Retail Trade	M	White	Yes	06/30/27			No
Johnson	Dana	prv sector	Rio Grande Electric Coo	Utilities	F	Ind/Alasl	No	06/30/27			No
Lopez	Laura	prv sector	Lopez Health Systems, I	Health Care, Soci	F	White	Yes	06/30/28			No
Martin	Larry B.	prv sector	International Bank of Co	Finance, Insuranc	M	White	Yes	06/30/27			No
Martinez	Juan	prv sector	Town House Restaurant	Accomodation, Fo	M	White	Yes	06/30/26			No
Martinez Jr.	Jesse	prv sector	J&J Excavating & Materi	Construction	M	White	Yes	06/30/28			No
Mata	Margot	ABE	Southwest Texas Junior	Educational Servi	F	White	Yes	06/30/26			No
McHazlett	Harry	prv sector	HM Trucking	Transportation, W	M	White	Yes	06/30/28			No
Ramon	Yolanda	education	Eagle Pass ISD	Educational Servi	F	White	Yes	06/30/28			No
Rivas	Sara	literacy	Kinney County Public Lib	Educational Servi	F	White	Yes	06/30/28			No
Rizo	Jesse	labor	Communication Workers	Other Services	M	White	Yes	06/30/27			No
Rojas Guillot	Leslie	prv sector	Tejanita Seguros LLC	Finance, Insuranc	F	White	Yes	06/30/28			No
Sansom, Jr.	W.B.	prv sector	Sansom Ranch	Agriculture	M	White	No	06/30/28			No
Seidel	Sandra	prv sector	La Salle Western Wear	Retail Trade	F	White	No	06/30/26			No
Seiple	Lydia	CBO	Dimmit Wellness Coalitio	Other Services	F	Black	No	06/30/27			No
Smith	Cody	prv sector	First State Bank of Uvald	Finance, Insuranc	F	White	No	06/30/28			No
Suarez	Jesus R.	education	Southwest Texas Junior	Educational Servi	M	White	Yes	06/30/28			No
Vazquez	Juan Carlos	prv sector	Del Rio Towing and Wre	Transportation, W	M	White	Yes	06/30/28			No
Villalpando	Elsa	CCW	Villalpando Enterprises/	Health Care, Soci	F	White	Yes	06/30/28			No

Current Members 33
Operating Size: 27 - 47
Term: 3

BOARD:	Female	Hispanic	Black	Priv Sect:	Vet Reps	CBO/Lab:
	17	24	1	17	1	7
	52%	73%	3%	51.5%		21.2%
WDA:	44%	83%	0%			

Priv Sect: 17 Education: 2 Labor: 1 Rehab: 1 CBO 6 Econ Dev: 1 Pub Employ: 1 Pub Asst: 1 Lit: 1 ABE: 1 CCW: 1

Texas Workforce Commission
A Member of Texas Workforce Solutions

Joe Esparza, Chairman
Commissioner Representing
Employers

Alberto Treviño III
Commissioner Representing
Labor

Brent Connett
Commissioner Representing
the Public

Randy Townsend
Interim Executive Director

November 17, 2025

Ms. Rosie Avila-Lozano, Executive Director
Workforce Solutions Middle Rio Grande
216 W. Main, Ste B
Uvalde, Texas 78801

Audit Resolution Report

Dear Ms. Avila-Lozano:

Workforce Solutions Middle Rio Grande (Board) administers the Child Care Services, Choices (employment services for Temporary Assistance for Needy Families), Employment Services, and Workforce Innovation and Opportunity Act programs. In Fiscal Year 2024 TWC conducted a monitoring review of these programs and had nine findings, as documented in Monitoring Report #24.27.0001. This letter is about the audit resolution of the findings, as outlined below:

Prior Year Finding: <u>Ensure Transactions are Allocated Correctly and Adequately Documented</u>

For the second year, the Board did not ensure that transactions are allocated correctly and adequately documented. The Board does not allocate SEAL staff salaries to the SEAL program. The Board allocates time to workforce center cost pools that exclude SEAL grant funds. All SEAL reimbursed funds are deposited into a "Consolidated Account", which the Board considers unrestricted funds.

Without adequate documentation, the Board cannot ensure costs are allocated based on benefits received.

Corrective Action Taken:

The Board has implemented a process to monitor the subrecipient's use of the SEAL grant funds to ensure proper allocation of staff time. This includes monthly monitoring to review and track expenses and payroll allocations by randomly selecting employee timesheets to ensure accurate time allocation to the grant. In addition, the Board provided a copy of its revised cost allocation plan which indicates that SEAL contracts will be direct charge and supported by timesheets. The Board provided a sample copy of staff timesheet with allocated hours spent on the SEAL grant. Lastly, the FY25 monitoring report did not identify any issues related to cost allocation and adequate documentation. The corrective actions taken are sufficient to resolve this finding.

Finding: Strengthen and Implement Internal Controls over Assets and Property Requirements

The Board did not have adequate internal controls over assets and property. The following issues were noted:

- The Board and fiscal agent were not able to distinguish which equipment is the property of the Board and which equipment is property of the Middle Rio Grande Development Council (MRGDC) in its capacity as the fiscal agent or subrecipient.
- The fiscal agent, which is in charge of property records and inventory for both entities, inappropriately removed several items purchased with TWC funds from the Board property inventory list, stating they considered the items to belong to MRGDC.
- The Board does not have any policy regarding the designation of titleholder in relation to equipment and property purchased with TWC funds, or oversight of property requirements.
- Adequate documentation to show an annual physical inventory being conducted was not provided.

Without adequate internal controls over property, the Board cannot maintain accountability, safeguard grant assets, or provide reasonable assurance of compliance with federal and state requirements.

Corrective Action Taken:

The Board has established internal controls to ensure the proper management and safeguarding of assets to prevent loss or misuse of property and maintain compliance with grant and property requirements. This includes random monitoring visits, annual physical inventory, reconciliation, investigating discrepancies and property verification. In addition, the Board provided a copy of its annual physical inventory conducted on September 15, 2025, along with its updated Property Management Policy. The corrective actions taken are sufficient to resolve this finding.

Finding: Ensure Recoupment Process is Properly Followed

The Board did not ensure the recoupment process was followed and did not consistently report the fraud cases in PIRTS. In one (100 percent) case file tested, the case was not located in PIRTS in order to verify the fact-finding results, fraud determination, if the case files were opened past 90 days and any improper payments. In the same case file, the demand letter was not in the case file and the warrant hold was not sent to TWC Collections, as required for case files that had a payment default of $100 or more.

Without reporting the fraud cases in PIRTS and sending demand letters there is no assurance that the fraud cases are being handled properly. By not sending the warrant hold to TWC Collections, the Board cannot ensure the debt is being reported properly.

Corrective Action Taken:

The Board and its service provider have adequate controls in place to ensure all requirements and guidelines of FDCM Letter 01-2024 are followed and adhered to. The Board provided a revised copy of its policy letter to its child care service provider dated February 13, 2025, along with a copy of the warrant hold forwarded to TWC for the case file identified. In addition, the Board provided training certificates for staff who completed PIRTS refresher training conducted by TWC's Office of Investigations. Recent PIRTS audit conducted by TWC's Office of Investigation (OI) did not identify any open cases. Lastly, the FY25 monitoring report did not identify any issues related to PIRTS. The corrective actions taken are sufficient to resolve this finding.

Finding: Ensure Payments are Accurate

The Board did not ensure that a rent payment was accurate. In one disbursement transaction, the incorrect amount was paid for the Crystal City Workforce lease resulting in an overpayment of $731.00.

Without adequate controls in place to ensure payments are accurate, the Board cannot ensure costs are spent appropriately, which may lead to questioned costs.

Corrective Action Taken:

The Board provided copies of adjusting journal entries to its general ledger for the overpayment of rent. In addition, the Board provided a copy of its updated fiscal process and monitoring tool it utilizes in testing disbursements. The corrective actions taken are sufficient to resolve this finding.

Finding: Ensure Micro Purchases are Properly Conducted

The Board did not ensure a micro purchase was conducted in compliance with federal, state, and local requirements. Cost reasonableness was not documented for AT&T hotspot and wireless services, according to Board policy.

By not adhering to federal, state, and local procurement requirements, the Board cannot demonstrate that best value was obtained or that all procurement actions were conducted in a manner providing for full and open competition. Additionally, without supporting documentation, the Board cannot establish cost reasonableness.

Corrective Action Taken:

The Board has implemented a process to manage micro-purchases effectively, ensuring compliance and cost reasonableness. This includes approval and oversight, monthly reviews, and compliance by its fiscal agent. In addition, the Board provided a copy of its financial monitoring policy, which establishes the monitoring for micro-purchasing activities to ensure accountability, and compliance with regulatory

guidelines. Board's monitoring of this area noted no issues. Lastly, the Board provided TWC's Procurement training attended by staff. The corrective actions taken are sufficient to resolve this finding.

Finding: Ensure Costs are Allowable

The Board did not ensure costs were allowable. In one disbursement transaction, $101.77 late fees were paid for a software renewal subscription.

Without adequate controls there is no assurance that expenditures are allowable, reasonable, and necessary under state and federal requirements which may lead to question costs.

Corrective Action Taken:

The Board provided a check payable to TWC in the amount of $101.77. Payment made was from unrestricted, non-federal, non-state funds. In addition, the Board provided a copy of its late payment charges procedures dated February 5, 2025, which details the steps to be taken when accounts payable receives an invoice that includes late fees. This includes investigation by the accounts payable accountant, documenting and obtaining relevant supporting documentation, approval, and payment processing. The corrective actions taken are sufficient to resolve this finding.

Finding: Ensure Controls are in Place for Cash Equivalents

The Board did not ensure the Subrecipient has controls in place over cash equivalents. The following issues were noted:

- TWC monitor conducted a walkthrough at the Uvalde Workforce Center and the Del Rio Workforce Center and at both locations the cash equivalents on hand did not match the tracking sheets provided on-site.
- At the Del Rio location, TWC monitor found 30 preloaded $10 Walmart cards that were found to have been used resulting in $299.17 of missing funds that did not tie to a tracking sheet.
- The Subrecipient conducts the monthly audits and is also the fiscal agent. The Subrecipient staff is also responsible for securing and issuing the cash equivalents. The Board does not conduct any physical counts of the cash equivalents.

In addition, the Board does not have a written policy for cash equivalents that addresses distribution, inventory control, safeguarding assets, and separation of duties.

Without adequate controls, the Board cannot maintain accountability to ensure cash equivalents are managed and safeguarded properly.

Corrective Action Taken:

The Board has proper controls in place to ensure the safeguarding and accountability of cash equivalents. The Board provided a copy of its Gift Card Policy which address the weaknesses identified, along with the Fiscal Agent's Gift Card Procedures which include storage and distribution, the steps to be taken for reconciliations and required reviewer and approver signatures. In addition, the Board provided monitoring results and reconciliation conducted with no issues noted for this area. The corrective actions taken are sufficient to resolve this finding.

Finding: Ensure Compliance with Monitoring Requirements

The Board did not ensure its monitoring operations contained a required state element. The Board did not provide documentation to show it ensured the implementation of corrective actions that were required as a result of Board program monitoring results. Additionally, the Board does not have a written policy to address repeat findings identified through Board monitoring of the Subrecipient.

Without adequate monitoring controls, the Board cannot ensure programs achieve intended results and resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse.

Corrective Action Taken:

The Board has adequate controls in place to ensure compliance with monitoring requirements. The Board provided a copy of its Quality Assurance policy for monitoring and oversight, which addresses repeat findings and ensures corrective actions are completed by its contractor. In addition, the Board provided sign-in sheet for training conducted in this area. The corrective actions taken are sufficient to resolve this finding.

Finding: Ensure Choices Sanctions are Requested within the Required Time Frame

The Board did not ensure sanctions were requested within the required time frame for Choices Non-Cooperating participants. In four of the 12 (33 percent) applicable case files tested, the penalty was not initiated within the required time frame. Sanctions were initiated one to nine days late.

If noncooperating participants are not penalized in a timely manner, there is a risk participants may continue to receive benefits they are no longer eligible to receive.

Corrective Action Taken:

This finding remains unresolved and will be addressed during the resolution of the findings identified in TWC's Monitoring report #25.27.0001. The Board and TWC Workforce Development Board Service Strategies (BSS) have provided past monitoring results with continued high error rates; therefore, the weakness has been identified as a prior year finding.

Because the corrective actions taken adequately resolve the findings, except the Choices finding noted above, TWC Monitoring Report #24.27.0001 is closed. We encourage the Board to continue its efforts in following and adhering to federal, state and local requirements and guidelines, as the areas noted above will be tested during subsequent monitoring reviews.

Thank you for your assistance on this matter. If you have any further questions, please contact Judy Ohn at (737)-802-9398 or judy.ohn@twc.texas.gov.

Sincerely,

Jason Stalinsky, Esq.
Division Director
Division of Fraud Deterrence and Compliance Monitoring

cc: Christopher Hiller, Chair, Workforce Solutions Middle Rio Grande

United States Department of Health and Human Services
Gwendolyn Jones, Regional Program Manager
Deborah Daniels, Program Specialist
Alisa Matthews, Program Specialist

United States Department of Labor
M. Frank Stluka, Acting Regional Administrator, Employment and Training Administration and Administrative Services Region IV - Dallas, USDOL/Employment and Training Administration

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Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman
Commissioner Representing Employers

Alberto Treviño III
Commissioner Representing Labor

Brent Connett
Commissioner Representing the Public

Randy Townsend
Interim Executive Director

November 25, 2025

Via Email
Email: rosalind.lozano@wfsmrg.org

Ms. Rosie Avila-Lozano
Executive Director
Middle Rio Grande Workforce Development Board
dba Workforce Solutions Middle Rio Grande
216 West Main Street, Suite B
Uvalde, Texas 78801

RE: Corrective Action Plan

Dear Ms. Avila-Lozano:

Effective November 25, 2025, the Texas Workforce Commission (TWC) is placing the Middle Rio Grande Workforce Development Board (Board) on Intent to Sanction status because of a second year finding in the Choices program during Board Contract Year 2025.

Per the 2025 Subrecipient Monitoring report, the Board did not ensure Choices program requirements were met, which resulted in the sanction not being requested within the required time frame for four of the 12 (33 percent) applicable case files tested. Sanctions were initiated one to nine days late.

In accordance with Title 40, Texas Administrative Code (TAC), Part 20, Chapter 802, Integrity of the Texas Workforce System rule §802.121(f), the attached Corrective Action Plan (CAP) was developed to help the Board resolve this issue. The Board must implement the strategies and actions in the CAP without delay. TWC will analyze CAP elements to ensure progress and will help with any additional technical assistance needs identified by the Board.

Cindie Scanlon, TWC Workforce Board Service Strategies, will support any additional program assistance needs the Board may have and will follow the Board's progress toward meeting the

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CAP's provisions. Ms. Scanlon may be reached at cindie.scanlon@twc.texas.gov.

Sincerely,

Mary York
Division Director
Workforce Development

Attachment

cc: Christopher Hiller, Board Chair, Middle Rio Grande Workforce Development Board
Joe Esparza, Chairman, Commissioner Representing Employers, TWC
Albert Treviño III, Commissioner Representing Labor, TWC
Brent Connett, Commissioner Representing the Public, TWC
Randy Townsend, Interim Executive Director, TWC
Jason Stalinsky, Division Director, Fraud Deterrence and Compliance, TWC
Les Trobman, General Counsel, TWC

Board Name	*Middle Rio Grande*	CORRECTIVE ACTION PLAN	CAP	BCY 2025

Program Name:	Choices **If Other:**
Reason for CAP:	Prior Year Finding, Board did not ensure sanctions were requested within the required time frame for Choices noncooperating participants.

Board Contact:		**TWC Workforce Board Service Strategies Contact**	
Name:	Annabelle Aguilar	Name:	Cindie Scanlon
Telephone:	830-255-8879	Telephone:	737-471-1443
E-mail:	annabelle.aguilar@wfsmrg.org	E-mail:	cindie.scanlon@twc.texas.gov

PURPOSE STATEMENT:

Middle Rio Grande Board must fully comply with ensuring Choices sanctions are being requested within the required timeframes by implementing the Corrective Action Plan (CAP), thereby guaranteeing timely submission of Choices information transmittal to HHSC and accurate documentation in WorkinTexas.com.

CAP - Rev. 03/09/2022

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

CONFERENCE CALL (OPTIONAL) NO DAY OF MONTH: _____ WEEK _____ HOUR: _____

The purpose of this call will be to check progress, and identify technical assistance needs to assist the Board in achieving goals.
If the Board chooses to engage in monthly conference please coordinate with your assigned contact prior to the completion of this section.
This call will be conducted the of the month at 12:00 AM (Central time).

CAP PROGRESS REPORTING (OPTIONAL): YES DAY OF MONTH: 21

Please submit your reports to BCM@twc.texas.gov and choicestechnicalassistance@twc.texas.gov.

REPORTS: (Optional)

Report Name	To Assist with the Following Strategy/Benchmark	Special Notes/Comments *(frequency, etc.)*
WorkinTexas.com -Choices Management Report	This report assists with strategies 1 thru 4	Required Monthly for the previous month, after data entry cutoff date. The report is used to identify Choices cases that were open in the previous month to conduct your review.
WorkinTexas.com - Choice Sanctions initiated Report	This report assists with strategies 1 thru 4	Required Monthly for the previous month, after data entry cutoff date. The report is used to identify Choices cases that were open in the previous month to conduct your review.
WorkinTexas.com - Choices Attendance Record Summary	This report assists with strategies 1 thru 4	Required Monthly for the previous month, after data entry cutoff date. The report is used to identify if each Choices case met the required participation hours in the previous month to conduct your review.
WorkinTexas.com - Choices Outreach Report	This report assists with strategies 1 thru 4	Required Monthly for the previous month, after data entry cutoff date. The report is used to identify Choices cases that were certified and mandatory during the previous month to ensure they met their

CAP- Rev. 03/09/2022

Board Name *Middle Rio Grande* CORRECTIVE ACTION PLAN CAP BCY 2025

STRATEGIES *(Please use additional Strategy sheets, if necessary.)*	
STRATEGY 1	**ACTION ITEMS 1**
The Board will conduct a comprehensive case review, including counselor notes, for Choices customers who: 1) received a "Good Cause" determination, 2) met participation requirements, or 3) received a sanction. This review will verify that case files and counselor notes accurately reflect the monthly status of each Choices case. The review's objective is to identify cases where participants neither met participation requirements, nor were granted Good Cause, nor received a sanction when appropriate.	**Monthly:** Board staff will conduct a monthly review of all active Choices cases from the previous month to ensure that participants met participation requirements, were appropriately granted Good Cause, or were correctly sanctioned when necessary.

STRATEGY 2	**ACTION ITEMS 2**
The Board will review all sanctions initiated each month to ensure they are entered within 7 days of noncompliance or the discovery of noncompliance.	**Monthly:** Board staff will conduct a full case review of sanctions entered each month to ensure sanctions were entered within 7 days of nonparticipation or discovery of nonparticipation.

The Board will conduct a 100% review of the case manager's Choices caseload to ensure all necessary actions have been taken and that each customer's current participation status is accurately documented.	**Weekly:** Board staff will review each case manager's caseload to verify that case managers are actively monitoring each Choices customer's participation status to determine if a sanction is warranted.

Board Name	*Middle Rio Grande*	CORRECTIVE ACTION PLAN	CAP	BCY	2025

STRATEGIES (Continued) *(Please use additional Strategy sheets, if necessary.)*	
To accurately determine each Choices customer's participation status and identify those subject to a sanction, Choices Case Managers must have access to readily available Choices Participation Requirements. Specifically, Choices Case Managers need to be provided the TWC link (https://www.twc.texas.gov/agency/workforce-development-boards/guides) to the Choices Guide, which includes a crucial chart outlining Choices participation requirements (Weekly and Monthly hours). The Board must ensure the guide is thoroughly reviewed with all Choices staff, with a particular focus on the correct Choices sanction timeframes for cases of noncompliance.	The Board must ensure staff are provided link and guidance on the Choices requirements by December 19, 2025.
All Board and Contractor staff involved in delivering services, overseeing, or reviewing the Choices program must complete Choices Noncompliance Training addressing the Middle Rio's Choices monitoring findings. Any staff scoring below 90% on the training assessment will require retraining.	By December 19, 2025, the Board must schedule all Choices staff (both Board and Contractor) to attend the required training. The Board must provide a sign-in sheet documenting attendance and a copy of the materials used for the training.
Staff with an error rate greater than 10% on any review conducted using the Board's approved tools must receive supplemental training. This training needs to be designed to ensure they possess adequate knowledge and comprehension of the specific elements missed on the review tool.	Monthly: The Board must provide retraining to any staff member with an error rate exceeding 10% on the Choices Noncooperation review tool. Documentation of the retraining must include a sign-in sheet and the materials covered (e.g., PowerPoint presentation, handouts).

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

IMPLEMENTATION AGREEMENT: **SUBMIT DATE** 11/24/25

Middle Rio Grande Workforce Development Board (Board) agrees to implement all strategies and actions in this Corrective Action Plan (CAP). The CAP will remain effective until the Board meets and achieves all strategies, including an error of 10% or less in the monthly review tools submitted to TWC for four consecutive months. Documentation must be submitted to TWC by the 21st of each month.

The Board must review and return a signed copy of the CAP by the close of business, as shown in the submit date above.

The CAP will be returned to the Board upon signature of the Division Director of the Texas Workforce Commission (TWC) Workforce Development Division.

By signing this, the Board agrees to make every effort to ensure contractual goals are met and agrees to continue its collaboration with TWC Workforce Board Service Strategies staff to ensure success.

Mary York
Division Director
Workforce Development

Date

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** **2025**

Program Name: SNAP E&T **If Other:**

Reason for CAP: Prior Year Finding #1:The Board did not ensure the service provider followed SNAP E&T Program Requirements. The form H1822 ABAWD Work Requirements and the form H1817 SNAP Informational Transmittal program requirements were not followed. H1822s were not recorded in the counselor notes or the date of submittal was not documented in the counselor notes. H1817 SNAP Information Transmittal was not submitted to HHSC for a reconsideration request or the fax transmittal date did not match the form H1817 date and when H1817s SNAP Information Transmittal were sent to HHSC to request a reconsideration, or the requests were not entered in the Good Cause tab.
Prior Year Finding #2 The Board did not ensure sanctions were requested within the required time frame for SNAP E&T noncooperating participants.

Board Contact:		**TWC Workforce Board Service Strategies Contact**	
Name:	Annabelle Aguilar	Name:	**Cindie Scanlon**
Telephone:	(830) 255-8879	Telephone:	737-471-1443
E-mail:	annabelle.aguilar@wfsmrg.org	E-mail:	**cindie.scanlon@twc.texas.gov**

PURPOSE STATEMENT:
The Middle Rio Grande Board must ensure that Board performance improvement strategies and Contractor procedures are in place and implemented according to the Corrective Action Plan (CAP).

CAP - Rev. 03/09/2022

Texas Workforce Commission
A Member of Texas Workforce Solutions

Joe Esparza, Chairman
Commissioner Representing Employers

Alberto Treviño III
Commissioner Representing Labor

Brent Connett
Commissioner Representing the Public

Randy Townsend
Interim Executive Director

November 6, 2025

Ms. Rosie Avila-Lozano, Executive Director
Workforce Solutions Middle Rio Grande
216 West Main, Ste. B
Uvalde, Texas 78801

Audit Resolution Report

Dear Ms. Avila-Lozano:

Workforce Solutions Middle Rio Grande (Board) administers the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program. In Fiscal Year 2024 TWC conducted a monitoring review of the program and had two findings, as documented in Monitoring Report #24.27.0001. This letter is about the audit resolution of the findings, as outlined below:

Finding: Ensure SNAP E&T Program Requirements are Followed

The Board did not ensure the Service Provider followed SNAP E&T program guidelines. The following details were noted:

- In eight of 14 (57 percent) applicable case files tested, the form H1822 ABAWD Work Requirement Verification was not recorded in the counselor notes or the date of submittal was not documented in the counselor notes.
- In two of 11 (18 percent) applicable case files tested, the form H1817 SNAP Information Transmittal was not submitted to HHSC for a reconsideration request or the fax transmittal date did not match the form H1817 date.
- In six of 10 (60 percent) applicable case files tested, when form H1817 SNAP Information Transmittal was sent to HHSC to request a reconsideration of eligibility, the requests were not entered in the TWIST Good Cause tab.

Without strict adherence to SNAP E&T directives, there is limited assurance that federal and state funds are expended in accordance with statutory requirements.

Corrective Actions Taken:

This finding remains unresolved and is forwarded to TWC Monitoring Report #25.27.0001 for resolution. The Board and TWC Workforce Development Board Service Strategies (BSS) have provided past monitoring results with continued high error rates; therefore, the weaknesses noted above will be addressed during the resolution of the findings identified in the FY25 monitoring report.

Finding: Ensure Sanctions are Requested Within the Required Time Frame

The Board did not ensure sanctions were requested within the required time frame for SNAP E&T noncooperating participants. In five of 19 (26 percent) applicable case files tested, the sanction was not requested within the required time frame. Sanctions were initiated one to 14 days late.

If noncooperating participants are not sanctioned within the required time frame, the noncooperating SNAP E&T participants may continue to receive benefits they are no longer eligible to receive.

Corrective Actions Taken:

As noted in the Corrective Action Taken in the first finding, this finding remains unresolved and is forwarded to TWC Monitoring Report #25.27.0001 for resolution.

The TWC Monitoring Report #24.27.0001 is administratively closed. Thank you for your assistance on this matter. If you have any further questions, please contact Judy Ohn at (737) 802-9398 or judy.ohn@twc.texas.gov.

Sincerely,

Jason Stalinsky, Esq.
Division Director
Division of Fraud Deterrence and Compliance Monitoring

cc: Christopher Hiller, Chair, Workforce Solutions Middle Rio Grande

United States Department of Health and Human Services
Gwendolyn Jones, Regional Program Manager
Deborah Daniels, Program Specialist
Alisa Matthews, Program Specialist

Docusign Envelope ID: B643337C-5E23-4A00-8681-A5FBDD2BB517

Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman
Commissioner Representing Employers

Alberto Treviño III
Commissioner Representing Labor

Brent Connett
Commissioner Representing the Public

Randy Townsend
Interim Executive Director

November 25, 2025

Via Email
Email: rosalind.lozano@wfsmrg.org

Ms. Rosie Avila-Lozano
Executive Director
Middle Rio Grande Workforce Development Board
dba Workforce Solutions Middle Rio Grande
216 West Main Street
Uvalde, Texas 78801

RE: Corrective Action Plan

Dear Ms. Avila-Lozano:

Effective November 25, 2025, the Texas Workforce Commission (TWC) is placing the Middle Rio Grande Workforce Development Board (Board) on Intent to Sanction status because of a second-year finding in the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program during Board Contract Year 2025. Per the 2025 Subrecipient Monitoring report, the Board did not ensure SNAP E&T program requirements were met, which resulted in the following:

- In eight of 14 (57 percent) applicable case files tested, either the form H1822, ABAWD Work Requirement Verification, was not recorded in the counselor notes or the date of submittal was not documented in the counselor notes.
- In two of 11 (18 percent) applicable case files tested, the form H1817, SNAP Information Transmittal, was not submitted to the Texas Health and Human Services Commission (HHSC) for a reconsideration request, or the fax transmittal date did not match the form H1817 date.
- In six of 10 (60 percent) applicable case files tested, when form H1817, SNAP Information Transmittal, was sent to HHSC to request a reconsideration of eligibility, the requests were not entered in the TWIST Good Cause tab.

In accordance with Title 40, Texas Administrative Code (TAC), Part 20, Chapter 802, Integrity of the Texas Workforce System rule §802.121(f), the attached Corrective Action Plan (CAP) was developed to help the Board resolve this issue. The Board must implement the strategies and actions in the CAP without delay. TWC will analyze CAP elements to ensure progress and assist with any additional technical assistance needs identified by the Board.

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Cindie Scanlon, TWC Workforce Board Service Strategies, will support any additional program assistance needs the Board may have and will follow the Board's progress toward meeting the CAP's provisions. Ms. Scanlon may be reached at cindie.scanlon@twc.texas.gov.

Sincerely,

Mary York
Division Director
Workforce Development

Attachment

cc: Christopher Hiller, Board Chair, Middle Rio Grande Workforce Development Board
Joe Esparza, Chairman, Commissioner Representing Employers, TWC
Albert Treviño III, Commissioner Representing Labor, TWC
Brent Connett, Commissioner Representing the Public, TWC
Randy Townsend, Interim Executive Director, TWC
Jason Stalinsky, Division Director, Fraud Deterrence and Compliance, TWC
Les Trobman, General Counsel, TWC

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** **2025**

CONFERENCE CALL (OPTIONAL) NO DAY OF MONTH: WEEK HOUR:

The purpose of this call will be to check progress, and identify technical assistance needs to assist the Board in achieving goals.
If the Board chooses to engage in monthly conference please coordinate with your assigned contact prior to the completion of this section.
This call will be conducted the of the month at 12:00 AM (Central time).

CAP PROGRESS REPORTING (OPTIONAL): YES DAY OF MONTH: 19

If you so choose to provide progress reports, please submit to BCM@twc.state.tx.us.

REPORTS: (Optional)

Report Name	To Assist with the Following Strategy/Benchmark	Special Notes/Comments *(frequency, etc.)*
WorkInTexas.com SNAP Management Report	This report assists with strategies 1 and 2	Each month, after the data entry cutoff date, the Board must run a report for the previous month. This report identifies SNAP E&T cases that were open during that month, enabling the Board to conduct a review.
WorkInTexas.com SNAP Management Report - Drilled down by Good Cause	This report assists with strategies 1 and 2	Required monthly for the previous month, after data entry cutoff date. This report is used to identify cases that were open for the previous month to conduct your review.
WorkInTexas.com SNAP Management Report - Drilled down by Reconsiderations	This report assists with strategies 1 and 2	Required monthly for the previous month, after data entry cutoff date. This report is used to identify cases that were open for the previous month to conduct your review.
WorkInTexas.com SNAP Management Report - Drilled down by Entered Employment	This report assists with strategies 1 and 2	Required monthly for the previous month, after data entry cutoff date. This report is used to identify cases that were open for the previous month to conduct your review.
WorkInTexas.com SNAP Sanctions Initiated	This report assists with strategy 3	Required monthly for the previous month, after data entry cutoff date. This report is used to identify cases that were open or sanctioned in the previous month to conduct your review.

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

STRATEGIES *(Please use additional Strategy sheets, if necessary.)*	
STRATEGY 1	**ACTION ITEMS 1**
Board staff will conduct a monthly review of case notes for SNAP E&T customers who: attended an orientation, were granted Good Cause, had a Request for Reconsideration submitted, or entered employment. This review will ensure case notes contain all required data, including: dates Form 1822s were sent to HHSC, the date Good Cause/Reconsideration information was reported, dates Form 1817s were submitted, and explicit statements confirming that Form 1822s and/or 1817s were sent to HHSC.	**Monthly:** Conduct a full SNAP E&T case review.

STRATEGY 2	**ACTION ITEMS 2**
Board staff will review Good Cause cases to verify that all Good Cause/Reconsideration information has been entered in WIT. Additionally, they will check the TIERS SNAP cases of relevant customers who had Good Cause granted or Requests for Reconsideration submitted, confirming that Form 1817 was received by HHSC on the date recorded in WIT notes.	**Monthly:** Conduct a full case SNAP E&T case review.

STRATEGY 3	
Board staff will review all sanctions initiated in the previous month to ensure timely entry. This includes a comprehensive case review of all SNAP E&T customers from the prior month to confirm they are meeting participation requirements, have been granted Good Cause appropriately, or have been sanctioned in a timely manner when necessary.	**Monthly:** Conduct a full case SNAP R&T case review and SNAP Sanctions review

STRATEGIES (Continued) *(Please use additional Strategy sheets, if necessary.)*	
STRATEGY 4	**ACTION ITEMS 4**
To ensure accurate case management, SNAP E&T Case Managers must maintain readily available electronic or printed documentation of Federal Exemptions, ABAWD time limit Exceptions and the SNAP E&T Guide. These resources will serve staff to determine reconsideration, exemptions and ensure accurate data entry in WorkInTexas.com.	By December 19, 2025, the Board will guarantee that all SNAP E&T Case Managers can access comprehensive SNAP E&T program information. This includes a current list of Federal Exemptions and ABAWD Exceptions, as well as the latest version of the SNAP E&T Guide.

	ACTION ITEMS 5
All Board and Contractor Staff must attend SNAP E&T training focused on addressing SNAP E&T monitoring findings specific to the Middle Rio region. This training will cover areas such as Sanctions, Good Cause, Reconsiderations, Form 1817s, and Form 1822s.	By December 19, 2025, all SNAP E&T staff (Board and Contractor) must be scheduled to attend training addressing the two identified findings. Attendance must be documented with a sign-in sheet.

STRATEGY 6	**ACTION ITEMS 6**
SNAP E&T staff's (Board and Contractor) understanding of SNAP Work Activities will be assessed through a knowledge test. Staff must achieve a score of 90% or higher to demonstrate comprehension of SNAP work activities and the required actions of a SNAP E&T case manager. Any staff scoring below 90% will receive additional training.	By December 19, 2025, all SNAP E&T staff must complete a SNAP E&T Comprehension Test covering the training provided on the two identified findings. This test will specifically assess knowledge of Good Cause, Reconsiderations, required actions when customers report employment, and the appropriate timing for sending Form 1817s. The Board must provide a list of staff scores and a copy of the training materials.

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

IMPLEMENTATION AGREEMENT: **SUBMIT DATE** 11/24/25

Middle Rio Grande Workforce Development Board (Board) agrees to implement all strategies and actions enumerated in this Corrective Action Plan (CAP)."

The CAP will remain in effect until the Board has satisfactorily achieved the objectives of this CAP for four consecutive months. The Board must review and return a signed copy of the CAP by the close of business, as shown in the submit date above.

The CAP will be returned to the Board upon signature of the Director of the Texas Workforce Commission (TWC) Workforce Development Division.

By signing this CAP, the Board agrees to make every effort to ensure that its performance measures and contractual goals are met and agrees to continue its collaboration with TWC Workforce Technical Assistance staff to ensure success.

Mary York
Division Director
Workforce Development

Date

Ms. Rosie Avila-Lazano, Executive Director
Authorized Signatory
Workforce Development Board, Middle Rio Grande

Date

CAP- Rev. 03/09/2022

September 23, 2025

Board of Directors and Ms. Rosie Avila-Lozano
Executive Director
Workforce Solutions Middle Rio Grande
P.O. Box 760
Uvalde, Texas 78802

Dear Ms. Avila-Lozano:

We are pleased to confirm our understanding of the services we are to provide Workforce Solutions Middle Rio Grande (WSMRG) for the year ended September 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of WSMRG as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement WSMRG's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to WSMRG's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies WSMRG's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Schedules of expenditures of federal awards and state awards.
2) Schedule of Expenditures by Grant

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

As part of our audit planning, we will identify areas and matters of significant risks that require special attention, with regard to the financial reporting process. Material misstatements due to fraudulent financial reporting often result from an overstatement of revenues (for example, through premature revenue recognition or recording fictitious revenues) or an understatement of revenues (for example, through improperly shifting revenues to a later period). Therefore, the auditor ordinarily presumes that there is a risk of material misstatement due to fraud relating to revenue recognition. We have identified the following significant risks as part of our audit planning:

- Revenue Recognition
- Management override of Controls

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of WSMRG's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of WSMRG's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on WSMRG's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in the preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes of WSMRG in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.[ii] At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. In addition, they will prepare and provide us, in good order and in a timely manner by agreed upon dates, all items we will request in a Prepared By Client (PBC) List.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to WSMRG; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Garza/Gonzalez and Associates, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to TDHS or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Garza/Gonzalez and Associates, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ruben M. Martinez, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We expect to begin our audit in February 2026 and to issue our reports no later than June 2026 or a mutually agreed to date. We estimate our fee will be $38,850 based on investing up to 250 hours. In addition, we will bill you for actual travel out of pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Additional services provided such as technical assistance implementing accounting standards, or assistance in preparing the grant roll-forward schedules, compliance issues, or other matters will be rendered at an hourly rate of $150 per hour. We will also bill you approximately $130 for the use of our lease software, Crunchafi (per lease) related to the GASB 87 and 96, if applicable.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the period of the contract. Accordingly, our 2025 peer review letter is attached.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the board of WSMRG. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to WSMRG and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Ruben M. Martinez

Ruben Martinez, CPA
Partner

RM:vla

APPROVED:

This letter correctly sets forth the understanding of Workforce Solutions Middle Rio Grande.

By: _____
Executive Director

Date: _____

By: _____
Board Chair

Date: _____

FARRIS & FARRIS, CPA'S

CERTIFIED PUBLIC ACCOUNTANTS

PAUL W. FARRIS, CPA
DEBRA E. FARRIS, CPA

13434 Leopard St., #A-29-A
Corpus Christi, TX 78410
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Report on the Firm's System of Quality Control

January 20, 2025

To the Owners
Garza, Gonzalez & Associates LLC (formerly Garza, Gonzalez & Associates)
And the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Garza, Gonzalez & Associates LLC (formerly Garza, Gonzalez & Associates) (the firm) in effect for the year ended May 31, 2024. Our review was conducted in accordance with the standards for Performing and Reporting on Peer Reviews established by the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design and compliance with the system of quality control based on our review.

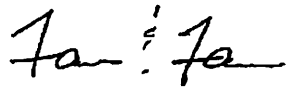
Required Selections and Considerations

Engagements selected for review included an engagement performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Garza, Gonzalez & Associates LLC (formerly Garza, Gonzalez & Associates) in effect for the year ended May 31, 2024 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiencies or fail. Garza, Gonzalez & Associates LLC (formerly Garza, Gonzalez & Associates) has received a peer review rating of pass.



Farris & Farris CPA's

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2024 - September 30, 2025

Fiscal Year 2024-25

SUMMARY STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	August Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	*648,770*	48,461	515,677	*133,093*	79%
FRINGE BENEFITS	*248,883*	18,317	184,060	*64,823*	74%
INCENTIVE ADJUSTMENTS	*27,042*	0	27,042	*0*	0%
ACCOUNTING & AUDITING	*37,500*	30,920	37,500	*0*	100%
PROF. FEES/CONTRACTUAL	*62,500*	10,014	62,500	*0*	100%
BOARD TRAVEL - I / R	*10,000*	1,079	3,649	*6,351*	36%
BOARD TRAVEL - O / R	*4,500*	2,807	4,500	*(0)*	100%
TRAVEL - I / R	*35,000*	5,460	23,996	*11,004*	69%
TRAVEL - O / R	*48,000*	4,449	43,073	*4,927*	90%
SPACE - BOARD	*54,000*	413	48,937	*5,063*	91%
SPACE - COLOCATION	*400,000*	32,617	358,262	*41,738*	90%
UTILITIES	*7,500*	219	6,985	*515*	93%
SUPPLIES/MATERIALS	*60,000*	0	57,438	*2,562*	96%
EQUIPMENT PURCHASES	*5,000*	0	0	*5,000*	0%
EQUIPMENT / LEASE / MAINT.	*34,510*	160	29,522	*4,988*	86%
PRINTING / ADVERTISING	*5,000*	0	5,000	*(0)*	100%
INSURANCE / BONDING	*3,000*	0	3,000	*0*	100%
POSTAGE	*2,500*	0	1,288	*1,212*	52%
SUBSCRIPTION / DUES	*5,000*	0	5,000	*(0)*	100%
COMMUNICATIONS	*10,000*	2,819	10,000	*0*	100%
FISCAL ENTITY FEE	*109,000*	14,708	89,483	*19,517*	82%
IT FEE	*74,294*	2,489	60,380	*13,914*	81%
TRAVEL ALLOWANCE	*12,000*	1,200	9,600	*2,400*	80%
STAFF TRAINING	*10,000*	0	0	*10,000*	0%
NETWORK UPGRADES	*120,671*	0	114,959	*5,712*	95%
SUBTOTAL	*2,034,670*	176,132	1,701,851	*332,819*	84%
Childcare Quality Supplies/Materials	*1,873,800*	1,345	528,303	*1,345,497*	28%
GRAND TOTAL	*3,908,470*	177,477	2,230,154	*1,678,316*	57%
			Percentage of Fiscal Year 2024-25		92%

MIDDLE RIO GRANDE DEVELOPMENT COUNCIL

October 1, 2024 - September 30, 2025
Fiscal Year 2024-25

WORKFORCE PROGRAMS DIVISION
STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	August Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	***1,509,915***	112,747	1,308,272	***201,643***	87%
ONE TIME INCENTIVE PAY	***99,583***	0	91,667	***7,916***	0%
FRINGE BENEFITS 46.37%/46.28%	***700,147***	52,737	553,815	***146,332***	79%
ACCOUNTING & AUDITING	***24,475***	0	24,475	***0***	100%
PROF. FEES/CONTRACTUAL	***60,000***	0	51,391	***8,609***	86%
TRAVEL - I / R	***96,204***	2,832	47,946	***48,258***	50%
TRAVEL - O / R	***27,000***	1,183	17,917	***9,083***	66%
SPACE	***54,794***	6,039	44,560	***10,234***	81%
UTILITIES	***36,325***	6,997	31,417	***4,908***	86%
SUPPLIES	***84,022***	870	65,265	***18,757***	78%
EQUIPMENT PURCHASES	***0***	0	0	***0***	0%
EQUIPMENT / LEASE / MAINT.	***56,621***	16,679	56,621	***0***	100%
PRINTING / ADVERTISING	***9,463***	0	511	***8,952***	5%
INSURANCE / BONDING	***20,882***	0	20,882	***0***	100%
POSTAGE	***23,000***	1,742	10,789	***12,211***	47%
SUBSCRIPTION / DUES	***12,500***	0	1,016	***11,484***	8%
COMMUNICATIONS	***75,827***	8,645	64,529	***11,298***	85%
STAFF TRAINING	***37,098***	0	0	***37,098***	0%
FISCAL ENTITY FEE	***211,092***	27,755	179,292	***31,800***	85%
IT FEE	***94,004***	5,287	88,540	***5,464***	94%
NETWORK UPGRADES	***46,266***	0	46,266	***0***	100%
SUBTOTAL	***3,279,218***	243,513	2,705,171	***574,047***	82%
INDIRECT 10.0000%/9.1836%	***221,006***	7,281	187,305	***33,701***	85%
GRAND TOTAL	***3,500,224***	250,794	2,892,476	***607,748***	83%
			Percentage of Fiscal Year 2024-25		92%
NON-OPERATIONAL/PASSTHRU	***10,757,706***	794,741	9,075,151	***1,682,555***	84%

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2024 - September 30, 2025

Fiscal Year 2024-25

SUMMARY STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	September Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	*648,770*	50,769	566,446	*82,324*	87%
FRINGE BENEFITS	*248,883*	18,131	202,191	*46,692*	81%
INCENTIVE ADJUSTMENTS	*27,042*	0	27,042	*0*	0%
ACCOUNTING & AUDITING	*37,500*	0	37,500	*0*	100%
PROF. FEES/CONTRACTUAL	*62,500*	0	62,500	*0*	100%
BOARD TRAVEL - I / R	*10,000*	839	5,847	*4,153*	58%
BOARD TRAVEL - O / R	*4,500*	0	4,500	*(0)*	100%
TRAVEL - I / R	*35,000*	2,557	35,000	*0*	100%
TRAVEL - O / R	*48,000*	4,449	44,052	*3,948*	92%
SPACE - BOARD	*54,000*	809	53,386	*614*	99%
SPACE - COLOCATION	*400,000*	32,617	381,337	*18,663*	95%
UTILITIES	*7,500*	382	7,442	*58*	99%
SUPPLIES/MATERIALS	*60,000*	0	59,638	*362*	99%
EQUIPMENT PURCHASES	*5,000*	0	0	*5,000*	0%
EQUIPMENT / LEASE / MAINT.	*34,510*	0	29,522	*4,988*	86%
PRINTING / ADVERTISING	*5,000*	784	5,000	*(0)*	100%
INSURANCE / BONDING	*3,000*	0	3,000	*0*	100%
POSTAGE	*2,500*	0	1,640	*860*	66%
SUBSCRIPTION / DUES	*5,000*	0	5,000	*(0)*	100%
COMMUNICATIONS	*10,000*	7,649	10,000	*0*	100%
FISCAL ENTITY FEE	*109,000*	7,238	96,580	*12,420*	89%
IT FEE	*74,294*	2,489	62,869	*11,425*	85%
TRAVEL ALLOWANCE	*12,000*	1,200	12,000	*0*	100%
STAFF TRAINING	*10,000*	0	0	*10,000*	0%
NETWORK UPGRADES	*120,671*	0	114,959	*5,712*	95%
SUBTOTAL	*2,034,670*	129,913	1,827,451	*207,219*	90%
Childcare Quality Supplies/Materials	*1,873,800*	190,630	713,075	*1,160,725*	38%
GRAND TOTAL	*3,908,470*	320,543	2,540,526	*1,367,944*	65%
			Percentage of Fiscal Year 2024-25		100%

MIDDLE RIO GRANDE DEVELOPMENT COUNCIL

October 1, 2024 - September 30, 2025
Fiscal Year 2024-25

WORKFORCE PROGRAMS DIVISION
STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	September Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	***1,509,915***	221,680	1,484,951	***24,964***	98%
ONE TIME INCENTIVE PAY	***99,583***	0	91,667	***7,916***	0%
FRINGE BENEFITS 46.37%/46.28%	***700,147***	54,252	684,491	***15,656***	98%
ACCOUNTING & AUDITING	***24,475***	0	24,475	***0***	100%
PROF. FEES/CONTRACTUAL	***60,000***	4,275	51,391	***8,609***	86%
TRAVEL - I / R	***96,204***	4,004	52,257	***43,947***	54%
TRAVEL - O / R	***27,000***	1,567	19,484	***7,516***	72%
SPACE	***54,794***	4,665	49,225	***5,569***	90%
UTILITIES	***36,325***	11,588	36,325	***0***	100%
SUPPLIES	***84,022***	43,474	84,022	***0***	100%
EQUIPMENT PURCHASES	***0***	0	0	***0***	0%
EQUIPMENT / LEASE / MAINT.	***56,621***	20,616	56,621	***0***	100%
PRINTING / ADVERTISING	***9,463***	0	511	***8,952***	5%
INSURANCE / BONDING	***20,882***	0	20,882	***0***	100%
POSTAGE	***23,000***	238	11,456	***11,544***	50%
SUBSCRIPTION / DUES	***12,500***	45	1,095	***11,405***	9%
COMMUNICATIONS	***75,827***	7,931	72,460	***3,367***	96%
STAFF TRAINING	***37,098***	0	0	***37,098***	0%
FISCAL ENTITY FEE	***211,092***	42,767	211,092	***0***	100%
IT FEE	***94,004***	5,287	94,004	***0***	100%
NETWORK UPGRADES	***46,266***	0	46,266	***0***	100%
SUBTOTAL	***3,279,218***	422,389	3,092,675	***186,543***	94%
INDIRECT 10.0000%/9.1836%	***221,006***	18,291	221,006	***0***	100%
GRAND TOTAL	***3,500,224***	440,680	3,313,681	***186,543***	95%
			Percentage of Fiscal Year 2024-25		100%
NON-OPERATIONAL/PASSTHRU	***10,757,706***	725,810	9,846,321	***911,385***	92%

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2025 - September 30, 2026

Fiscal Year 2025-26

SUMMARY STATEMENT OF EXPENDITURES

COST CATEGORIES	2025-26 Budget	October Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	*733,770*	58,690	58,690	*675,080*	8%
FRINGE BENEFITS	*282,501*	16,964	16,964	*265,537*	6%
INCENTIVE ADJUSTMENTS	*27,500*	0	0	*27,500*	0%
ACCOUNTING & AUDITING	*37,500*	0	0	*37,500*	0%
PROF. FEES/CONTRACTUAL	*52,500*	3,572	3,572	*48,928*	7%
BOARD TRAVEL - I / R	*10,000*	0	0	*10,000*	0%
BOARD TRAVEL - O / R	*5,000*	0	0	*5,000*	0%
TRAVEL - I / R	*40,000*	7,292	7,292	*32,708*	18%
TRAVEL - O / R	*48,000*	5,346	5,346	*42,654*	11%
SPACE - BOARD	*70,000*	4,449	4,449	*65,551*	6%
SPACE - COLOCATION	*400,000*	33,139	33,139	*366,861*	8%
UTILITIES	*14,000*	890	890	*13,110*	6%
SUPPLIES/MATERIALS	*60,000*	1,990	1,990	*58,010*	3%
EQUIPMENT PURCHASES	*5,000*	0	0	*5,000*	0%
EQUIPMENT / LEASE / MAINT.	*38,000*	186	186	*37,814*	0%
PRINTING / ADVERTISING	*5,000*	0	0	*5,000*	0%
INSURANCE / BONDING	*3,000*	0	0	*3,000*	0%
POSTAGE	*2,500*	0	0	*2,500*	0%
SUBSCRIPTION / DUES	*50,000*	687	687	*49,313*	1%
COMMUNICATIONS	*10,000*	867	867	*9,133*	9%
FISCAL ENTITY FEE	*109,000*	11,811	11,811	*97,189*	11%
IT FEE	*5,000*	0	0	*5,000*	0%
TRAVEL ALLOWANCE	*12,000*	0	0	*12,000*	0%
STAFF TRAINING	*40,000*	0	0	*40,000*	0%
NETWORK UPGRADES	*57,006*	0	0	*57,006*	0%
SUBTOTAL	*2,117,277*	145,883	145,883	*1,971,394*	7%
Childcare Quality Supplies/Materials	*1,369,945*	9,320	9,320	*1,360,625*	1%
GRAND TOTAL	*3,487,222*	155,203	155,203	*3,487,222*	4%
			Percentage of Fiscal Year 2024-25		8%

MIDDLE RIO GRANDE DEVELOPMENT COUNCIL

October 1, 2025 - September 30, 2026
Fiscal Year 2025-26

WORKFORCE PROGRAMS DIVISION
STATEMENT OF EXPENDITURES

COST CATEGORIES	2025-2026 Budget	October Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	*1,718,674*	143,055	143,055	*1,575,619*	8%
FRINGE BENEFITS 46.37%/46.28%	*736,796*	42,720	42,720	*694,076*	6%
ACCOUNTING & AUDITING	*29,802*	0	0	*29,802*	0%
PROF. FEES/CONTRACTUAL	*40,475*	2,984	2,984	*37,491*	7%
TRAVEL - I / R	*70,184*	3,537	3,537	*66,647*	5%
TRAVEL - O / R	*28,112*	4,523	4,523	*23,589*	16%
SPACE	*57,136*	3,467	3,467	*53,669*	6%
UTILITIES	*36,845*	10,266	10,266	*26,579*	28%
SUPPLIES	*66,226*	668	668	*65,558*	1%
EQUIPMENT PURCHASES	*0*	0	0	*0*	0%
EQUIPMENT / LEASE / MAINT.	*41,621*	8,087	8,087	*33,534*	19%
PRINTING / ADVERTISING	*9,463*	0	0	*9,463*	0%
INSURANCE / BONDING	*18,119*	0	0	*18,119*	0%
POSTAGE	*23,000*	0	0	*23,000*	0%
SUBSCRIPTION / DUES	*12,500*	243	243	*12,257*	2%
COMMUNICATIONS	*60,389*	8,122	8,122	*52,267*	13%
STAFF TRAINING	*20,000*	0	0	*20,000*	0%
FISCAL ENTITY FEE	*192,535*	18,237	18,237	*174,298*	9%
IT FEE	*71,937*	2,644	2,644	*69,294*	4%
NETWORK UPGRADES	*17,758*	56	56	*17,702*	0%
SUBTOTAL	*3,251,572*	248,607	248,607	*3,002,965*	8%
INDIRECT 10.0000%/9.1836%	*245,547*	13,020	13,020	*232,527*	5%
GRAND TOTAL	*3,497,119*	261,627	261,627	*3,235,492*	7%
			Percentage of Fiscal Year 2025-26		8%
NON-OPERATIONAL/PASSTHRU	*11,584,281*	813,455	813,455	*10,770,826*	7%

Workforce Solutions Middle Rio Grande Board

Finance and Audit

December 11, 2025

Action Item

Financial & Data Analyst Monitoring and Oversight

PURPOSE

Provide the Board with Monitoring and Oversight of the Fiscal Entity.

DISCUSSION

Disbursements
Date of Scope: June 2025 – July 2025
Sample Size: 15 files
Error Rate: 0%

Review the MRGDC Workforce, Child Care, and MRGDC pool funds. Overall, files were complete with all backup documents reviewed.

Staff Payroll
Date of Scope: June 2025 – July 2025
Sample Size: 8 staff payrolls
Error Rate: 0%

Reviewed the MRGDC staff payrolls, including W-4s, I-9s, timesheets, PAFs, and MIP distribution reports. All files were complete.

Procurement
No formal procurement was performed during June 2025 – July 2025 using workforce funds.

Client Payroll
Date of Scope: June 2025 – July 2025
Sample Size: 10 client payrolls
Error Rate: 0%

Reviewed client payroll, including Limited Internship and Work Experience. The files were complete and accurate.

Allocations
Date of Scope: June 2025 – July 2025
Sample Size: 5 Allocations
Error Rate: 0%

Reviewed Central Services, WF Program, and Regional Overhead Allocations for MRGDC. Also reviewed were the WF Admin and WF program pools for the Board. Files, including Pre-Allocation statements of Revenues & Expenditures, Allocation Module, and Allocations reports, were all complete and accurately submitted.

Physical Inventory
Sample Size: 7 items
Error Rate: 0%

A staff member in Eagle Pass was selected for the physical inventory. A total of 7 items were sampled, and all assets were verified and located in the individual's office.

Bank Reconciliation
Date of Scope: June 2025 – July 2025
Sample Size: 5 Bank Reconciliations
Error Rate: 0%

Reviewed Staff Payroll, General Accounts for MRGDC, and Staff and General Accounts for WFB. All bank reconciliations were complete and accurate.

Gas Card Reconciliation
Sample Size: 1038 Gas Cards
Error Rate: 0%

All gas cards were reconciled to the ledger sheet. A breakdown of Walmart, Synergy, and Visa Cards was physically counted in the fiscal department by the Financial & Data Analyst.

BOARD RECOMMENDATION

To Approve Financial & Data Analyst Monitoring of the Fiscal Entity.

Workforce Solutions Middle Rio Grande Board

Finance and Audit

December 11, 2025

Action Item

Financial & Data Analyst Monitoring and Oversight

PURPOSE

Provide the Board with Monitoring and Oversight of the Fiscal Entity.

DISCUSSION

Disbursements
Date of Scope: August 2025 - September 2025
Same Size: 14 files
Error Rate: 0%

Reviewed the MRGDC Workforce, Child Care, and MRGDC pool funds. Overall, files were complete with all backup documents reviewed.

Bank Reconciliation
Date of Scope: August 2025 & September 2025
Sample Size: 0 files
Error Rate: 100%

Bank Reconciliation was not submitted for the monitoring of August & September 2025.

Staff Payroll
Date of Scope: August 2025 & September 2025
Sample Size: 5 staff payrolls
Error Rate: 3%

Reviewed the MRGDC staff payrolls, including W-4s, I-9s, timesheets, PAFs, and MIP distribution reports. All files were complete. There was one file that did not have the signature and date signed by the Personnel Officer authorization on the I-9 form of Andre Gutierrez.

Procurement
One telephone bid procurement was performed during August 2025 & September 2025 using workforce funds. The Copier procurement for the Workforce Board was completed, and all documentation was provided

Gas Card Inventory
Gas cards were physically counted in the Fiscal Office in Carrizo and were inventoried with the Fiscal Officer. Each card is under lock in its filing cabinet. A balance sheet was provided.

Client Payroll
Date of Scope: August 2025 & September 2025
Sample Size: 6 client payrolls
Error Rate: 2%

Reviewed client payroll, including Limited Internship and Work Experience. One client's payroll was not completed. The W-4 was not signed and dated by the employer (MRGDC).

Allocations
Date of Scope: August 2025 & September 2025
Sample Size: 4 Allocations
Error Rate: 0%

Reviewed Central Services, WF Program, Salary, and Regional Overhead Allocations for MRGDC. Files, including Pre-Allocation statements of revenues and expenditures, the Allocation Module, and Allocation reports, were complete.

Physical Inventory
Select one staff member who was sampled in Del Rio under the Child Care Program, and I used the most recent physical inventory conducted by the fiscal staff. All items were located and accounted for.

BOARD RECOMMENDATION

To Approve Financial & Data Analyst Monitoring of the Fiscal Entity.

WORKFORCE SOLUTIONS
MIDDLE RIO GRANDE

A proud partner of the AmericanJobCenter network

POLICY LETTER

ID NO: FISCAL024CHG1 **DATE ISSUED:** October 1, 2025

TO: **Workforce Solutions Middle Rio Grande Contractors**

FROM: **Rosie Lozano, Executive Director**

SUBJECT: **Property Management Policy**

PURPOSE

To establish a policy to comply with the applicable property management standards to ensure proper accountability of property obtained with public funds. The OMB circulars detail the appropriate property management standards to be used by WFSMRG. Program modules may contain variances from portions of these standards; if so, the program regulations will be followed.

REFERENCES:

FMGC Chapter 13: Property

Real Property:
2 CFR 200.311
29 CFR §97.31(a)
45 CFR §92.31(a)
7 CFR §3015.162
UGMS Part III §.31(a)

Equipment:
2 CFR 200.313
29 CFR §97.32(a)
45 CFR §92.32(a)
7 CFR §3015.162
UGMS Part III §.32(a)

Supplies:
2 CFR 200.314
29 CFR §97.33(a)
45 CFR §92.33(a)
7 CFR §3015.162
UGMS Part III §.33(a)

Intangible Property:
2 CFR 200.315

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POLICY:
Program modules may contain variances from portions of these standards; if so, the program regulations will be followed upon prior approval of Controller and Executive Director.

Property Regulation Matrix

ITEM	Government ORGANIZATION 2 CFR 200...
Real property	Section 311
Equipment	Section 313
Federally owned property	Section 312
Expendable property (supplies)	Section 314
Intangible property	Section 315

Definitions

Acquisition Cost - The net invoice unit price of an item of equipment (or the present value of the minimum lease payments of lease-purchase property), including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation shall be included in or excluded from unit acquisition cost (UAC) in accordance with the organization's regular written accounting practices.

Agency—refers to the staff and departments of the Texas Workforce Commission.

Capital lease - In generally accepted accounting principles, a lease which effectively transfers ownership of an asset to the lessee.

Capitalization - In accounting, the process of establishing an asset in the accounting records for a relatively high unit-cost item whose service or useful life extends over more than one year. WFSMRG will use $10,000 as the threshold established in the agency accounting policy or as required by the appropriate funding agency.

Equipment - an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) $10,000. (Includes lease-purchase equipment.)

Excess property - Property under the control of WFSMRG that is no longer required for its needs or the discharge of its responsibilities as a contractor.

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Expendable personal property (supplies) - All tangible personal property other than equipment, as defined above.

Federally-owned property - Property purchased directly by the Federal government and furnished to WFSMRG (i.e. property transferred from CETA to WIA).

Lease-purchase - An arrangement which qualifies as a capital lease under generally accepted accounting principles.

Operating lease - In generally accepted accounting principles, a lease that does not transfer ownership to the lessee.

Prior Approval - Securing the funding agency's (i.e. TWC) permission in advance of noncompetitive procurements exceeding $25,000.00 in the aggregate. The WFSMRG must seek permission in advance of purchase and the Commission's response must be in writing and maintained in the procurement file.

Prior Review and Concurrence - The review process utilized by the Commission to document its efforts to help ensure compliance with procurement requirements. Involves securing the Commission's concurrence in advance of equipment purchases. The Commission's written response must be maintained in the procurement file.

Real Property - Land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.

Standards - Refers to the Uniform Grants Management Standards. (UGMS) dated June 2004.

UAC - Unit Acquisition Cost *See Acquisition Cost above.*

UGMS - Uniform Grant Management Standards, dated June 2004.

Property Accountability

WFSMRG has overall responsibility for accounting for real property and equipment, the funding source shall hold the Contractor (if applicable), and in turn, the contractor holds the Agency accountable for such property in the custody of Workforce Solutions Middle Rio Grande. Real property and equipment are assets in the hands of the corporation, and must be safeguarded and accounted for properly.

WFSMRG has designated the Controller to serve as Property Control Officer. The individual designated will be responsible for compliance with the inventory

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accountability standards and reporting requirements outlined in this policy. The Controller will approve payment and will record and reconcile fixed assets to the general ledger in the accounting system. The Agency-Board Agreement requires that the Property Control Officer:

- maintain control of all acquired real and non-expendable personal property;
- ensure that a physical inventory is conducted; and
- coordinate with the Agency to conduct an annual physical inventory of any Agency loaned state property in the Contractor's possession.

In order to maintain separation of duties, WFSMRG will have a Property Specialist, within each division, to purchase property, properly dispose of property, complete the annual physical inventory, maintain inventory files, and provide general property management for the Agency. At no time will the same associate manage property and reconcile the fixed assets in the accounting system.

WFSMRG shall maintain an inventory of all acquired property with a UAC of at least $10,000 or as required by the appropriate funding agency. In addition, WFSMRG is also responsible for other classes of equipment, such as TWC property acquired prior to July 1, 1993.

Transfer of property

At the beginning or end of a grant contract for services any necessary transfer of property shall be accomplished in the following manner:

1. Acceptance of Property Inventory from Previous Contractor
   Within 30 days of receipt of a close-out inventory report from the previous contractor, WFSMRG will accomplish a complete physical inventory of property transferred to the agency. At the completion of the inventory, WFSMRG will issue a report to the appropriate funding source for their review and concurrence. The inventory will include, but not be limited to:

   a) Asset Description
   b) Serial Number if applicable
   c) Funding Source
   d) Acquisition Date
   e) Location
   f) Location of Item at Site (Room Name/ Room Number
   g) Acquisition Value
   h) Asset Tag Number
   i) Title Holder
   j) Percent of Federal or State Participation in the Cost of the Property

k) Use of Property
l) Property Condition
m) Disposition Date if Applicable
n) Current Value
o) Fain Number

Any discrepancies in the final close-out inventory and the initial WFSMRG inventory will be submitted to the funding source for reconciliation and resolution.

2. Submission of a Property Inventory Close-out Report

In the event that Contractor is no longer awarded a contract by WFSMRG, the corporation will complete and submit a close-out property inventory within 60 days of the end of the contract period.

Prior Review and Concurrence

When WFSMRG wishes to purchase equipment, including lease-purchase equipment, (see definition of equipment in this policy) with a unit cost of $10,000 or more, including data processing hardware and software, the corporation must submit a request to the appropriate funding source, where applicable, for prior review and concurrence prior to purchase by completing Form 7100 and submitting it to the Agency's Contract Management Department. Approval is valid for 90 days after issuance of the concurrence letter from the Agency. No later than 30 days after completing the final acquisition of the approved property Form 7200 must be submitted to the Agency.

Concurrence is based on WFSMRG assurance(s) that this agency **will comply with procurement requirements, that appropriate cost categories will be charged and that the equipment will be utilized for the purpose(s) indicated, and is valid for 90 days after issuance of the concurrence letter.** Funding source concurrence does not relieve WFSMRG of liability for failure to comply with procurement standards and documentation/record-keeping requirements. Submittal for prior review and concurrence serves to assist the funding source in its responsibility to ensure compliance with procurement and property record-keeping requirements.

Real Property

In the event that real property is assigned to WFSMRG, the agency will handle any real property acquired in accordance with guidelines set forth in 2 CFR 200.311, UGCMS, and applicable state and local laws regarding title, use, accountability and ultimate disposition.

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Title to real property shall vest in Workforce Solutions Middle Rio Grande subject to the condition that the applicable WFSMRG division shall use the real property for the authorized purpose of the original contract as long as needed.

The Agency shall request approval from the applicable funding source for the use of the real property in other projects when the corporation determines that the property is no longer needed for the original contract purposes. Use in other projects shall be limited to those under other federal/state grant programs or programs that have purposes consistent with those authorized for support by the applicable funding source. Workforce Solutions Middle Rio Grande shall have responsibility to make a request to each funding source for approval to use real property for other contract purposes. No other usage will be allowed by WFSMRG until a copy of the signed approval is received.

1. Disposition

When real property is no longer needed for the originally authorized purpose, WFSMRG will request disposition instructions from the appropriate funding source. Disposition instructions will solicit, at a minimum, information on the source and amount of funds used in acquiring the property, the date acquired, the fair market value and how the value was determined (e.g., by appraisal, bids, etc.), and the proposed use of the proceeds. The instructions will provide for one of the following alternatives:

a) Retention of title

Retain title after compensating the appropriate funding source. The amount paid to the appropriate source will be computed by applying WFSMRG's percentage of participation in the cost of the original purchase to the fair market value of the property. However, in those situations where WFSMRG is disposing of real property acquired with grant funds and acquiring replacement real property under the same program, the net proceeds from the disposition will be used as an offset to the cost of the replacement property.

b) Sale of property

Sell the property and compensate the awarding agency. The amount due to each funding source will be calculated by applying the appropriate percentage of participation in the cost of the original purchase to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses. If the grant is still active, the net proceeds from the sale may be offset against the original cost of the property. When WFSMRG is directed to sell property, sales procedures shall be followed

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that provides for competition to the extent practicable and result in the highest possible return.

c) Transfer of title

Transfer title to the funding source or to a third-party designated/approved by the funding source. The funding source shall be paid an amount calculated by applying the percentage of participation in the purchase of the real property to the current fair market value of the property.

Non-Expendable Personal Property (Equipment)

Non-expendable personal property is defined as purchased or lease-purchase equipment having a unit cost of $10,000 or more and a useful life of more than one year or as required by the appropriate funding agency. Such equipment will be accounted for as capitalized assets, and is referred to herein *as accountable* property. In purchasing non-expendable personal property, WFSMRG will abide with the procurement standards prescribed in Operating Policy. All purchasing procedures will allow for maximum open and free competition.

1. Title to equipment

a) Subject to the obligations and conditions set forth in this section title to such equipment remains vested in Workforce Solutions Middle Rio Grande or the LWDB.

b) TWC reserves the right to transfer title or issue disposition instructions for property with a UAC of $10,000 or more and/or a current per-unit fair market value of $1,000 or more.

c) In addition, most funding sources reserve the right to transfer equipment upon termination of a contract and/or change in service provider to ensure the utilization of the equipment for its useful life in the program purchasing it.

2. Use of equipment:

a) Equipment must be used in the program or project for which acquired, for as long as needed, whether or not the program continues to receive Federal/State support. This means WFSMRG must use the equipment in the program for as long as the contractor has both the equipment and the program. When the equipment is no longer needed for the original program, the contractor may use the equipment in other activities currently or previously supported by a Federal/State agency.

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b) WFSMRG will also make equipment available for use on other projects or programs currently or previously supported by Federal/State funds, providing such use will not interfere with the work on the projects or program for which it was originally acquired. WFSMRG will make available, to other Federally/State funded programs. Priority will be given to other programs or projects under the direction of the specific funding source. User fees will be considered if appropriate. The following matrix specifies the order of use of equipment.

Priority of Equipment Use

Priority	**Use**	**Funding**
First	Program for which acquired	Current Federal/State
Second	Program for which acquired	Previous Federal/State
Third	Program of awarding agency*	Current Federal/State
Fourth	Program of awarding agency*	Previous Federal/State
Fifth	Other Federal/State program*	Current or previous Federal/State

* Use contingent upon availability of excess capacity.

c) WFSMRG will not use equipment to generate user fees for services, which compete unfairly with private companies that provide equivalent services. WFSMRG will follow the direction of each funding source in charging fees to other programs.

Disposition of Equipment:

When acquiring replacement property, WFSMRG may use the equipment, to be replaced, as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. Proper sales procedures must be established to ensure the highest possible sales price. When equipment is no longer needed to meet program objectives (see Exhibit above), the corporation will dispose of the equipment in accordance with the following:

1. Items of equipment with a **current per-unit fair market value of less than $10,000 for all programs, or as required by the appropriate funding agency** may be retained, sold or otherwise disposed of as long as the program(s) that originally purchased the equipment is (are) compensated at the existing fair market value at the time the usage of the property changes. Methods used to determine per-unit fair market value will be documented, kept on file, and made available to the funding source upon request.

2. **Disposition of Equipment ≥ $10,000** When no longer needed, equipment that was purchased using federal or state funds and that has a current per unit fair market value of $10,000 or more must be disposed of in accordance with written instructions requested from and provided by the Agency.
When equipment with a current per unit fair market value (FMV) of $10,000 or more (≥) is no longer needed for an authorized purpose, prior written approval to dispose of the property must be obtained from the Agency. Prior written approval must be requested by completing Form 7300 and submitting it by mail or fax to the Agency's designated contract manager. The property must be disposed of in accordance with the written instructions provided by the Agency in response to the Form 7300 request. No later than 30 days after final disposition, Form 7400 must be submitted to the Agency's designated contract manager. Methods for determining per unit FMV must be documented, kept on file and made available to the Agency upon request. Forms 7300 and 7400 are provided on the TWC Financial and Grant Information page at the Agency's website.

Except as required by the Program Specific Considerations below, Forms 7300 and 7400 are required for all equipment with a current per unit FMV ≥ $10,000, and must be submitted to the Agency even if the property being disposed will be used to acquire replacement property. Contractors' subcontractors must submit the forms through Contractors.

Disposition. The Agency will generally instruct the Contractor to dispose of the property in one of two ways: retain title or sell. However, the federal or state awarding agency may also reserve the right to transfer title to the government or an eligible third party. If transferred, the Contractor must be paid an amount calculated by applying the percentage of participation in the purchase to the current FMV of the property.

Retain Title – The Contractor keeps the property for other uses, and compensates the funding source for its equity share of the property's current FMV. Compensation may be provided as an offset to expenditures on the expenditure report if the contract is active, or by check or money order if the contract is closed. If the property will be retained and used to acquire replacement property under the same program, it may be used as a trade-in for the replacement property, or the sale proceeds may be used to offset the cost of the replacement property.

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Sell – The Contractor sells the property and compensates the funding source for its equity share in the property's net sale proceeds. Compensation may be provided as an offset to expenditures on the expenditure report if the contract is active, or by check or money order if the contract is closed.

Financial Accounting for Leases

Leasing involves one party, the lessee, "borrowing" a piece of property from its owner, the *lessor.* In exchange, the lessee pays the lessor a fee, called rent. Generally accepted accounting principles (GAAP) recognize two types of leases from the standpoint of the lessee: a **capital lease** and an **operating lease.** A capital lease transfers substantially all of the benefits and risks of ownership to the lessee, whereas an operating lease does not. The substantial transfer of ownership creates an acquisition of property and a related debt, requiring the lessee to record both an asset and an obligation to the lessor.

GAAP requires that a capital lease be accounted for as an acquisition if the lease meets any one of the following:

a) The lease transfers ownership of the property to the lessee by the end of the lease term.
b) The lease contains an option to purchase the leased property at a bargain price.
c) The lease term is equal to or greater than 75 percent of the estimated economic life of the leased property.
d) The present value of rental and other minimum lease payments equals or exceeds 90 percent of the fair value of the lease property, less any investment tax credit retained by the lessor.

The last two criteria are not applicable when the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property.

As you can see, a lease meeting the two middle criteria do not necessarily convey permanent possession of the property to WFSMRG, and none by the first of the criteria transfer legal title of the property (unless the bargain purchase option is exercised). Nonetheless, GAAP has determined that leases, containing any one of these criteria, transfer substantially all of the benefits and risks of ownership; the property must be capitalized and depreciated, and the lease obligation amortized.

Lease-Purchase Property

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WFSMRG will carefully review the cost allowability provisions related to rental costs and interest prior to executing a lease agreement.

1. All lease payments contain two components:

    a) A principal portion, to reimburse the lessor for part of the cost of the property, and
    b) An interest portion, to reimburse the lessor for the use of their money.

2. A lease agreement may specify the rate of interest that the lessor is charging the agency (the ***explicit*** rate); usually it does not. When the lease agreement does not specify the rate of interest inherent in the agreement, WFSMRG must determine the ***implicit*** interest rate (the rate of interest implied by the agreement).

    a) The implicit rate of interest is the rate that WFSMRG could obtain in the open market, given the agency's creditworthiness, lease term, and amount financed.
    b) The agency will request the explicit interest rate from the lessor before attempting to determine the implicit interest rate. In the event the lessor will not reveal the explicit rate, WFSMRG will contact banks and/or credit unions to determine their rate. Given the lease term, the interest rate, and the total amount of payments required by the lease agreement, WFSMRG will determine the present value of the lease payments. If this amount exceeds $10,000, leased personal property must be accounted for as non-expendable property (see Section E, Non-Expendable Personal Property).

Expendable Personal Property

1. Expendable personal property refers to all tangible personal property having a useful life of less than one year or an acquisition cost of less than $10,000 per unit, or as required by the appropriate funding agency. If there is a residual inventory of unused supplies exceeding $10,000, or as required by the appropriate funding agency, in total aggregate fair **market value** upon termination or completion of WFSMRG's contract, and if the supplies are not needed for any other funding source sponsored programs or projects, WFSMRG will:
    a) compensate the funding source for its share, or
    b) return the unused supplies to the funding source.
2. If there is a residual inventory of unused supplies with a total fair market value of less than $10,000 but more than $1,000, or as

required by the appropriate funding agency, the funding source may direct WFSMRG to transfer the unused supplies to another program or direct the contractor to sell the unused supplies. In the event the supplies are sold the funding source shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the funding source's share of the supplies.

Federally Owned Equipment

Federally owned equipment is equipment purchased directly by the federal government and transferred to the corporation. Title to federally owned equipment remains vested in the federal government. WFSMRG will submit an annual inventory of federally owned property to each individual funding source if applicable. Upon completion of the contract agreement or when the property is no longer needed, WFSMRG will report the property to the appropriate funding source for further agency utilization.

Exempt Property

When statutory authority exists, title to non-expendable personal property acquired with public funds will be vested in the corporation upon acquisition unless it is determined that to do so is not in furtherance of the objectives of the federal sponsoring agency. When title is vested in the corporation, WFSMRG will have no other obligation or accountability to the federal government for its use or disposition except as provided in Section E above.

Inventory Control

1. WFSMRG Property Files

a) WFSMRG's Property Control Officer will maintain a current record of all equipment/accountable property (non-expendable personal property having a UAC equal to or greater than $10,000, or as required by the appropriate funding agency) in its custody.

b) The following equipment will be maintained on the agency's inventory system regardless of cost:

(1) Stereo systems
(2) Still and video cameras
(3) Cellular and portable telephones
(4) All computers and computer components
(5) All electronic peripheral equipment (i.e. Computer printers, scanners, external modems and tape backups)

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c) The contractor must notify the LWDB of the acquisition of equipment with a UAC of $10,000 or more, or as required by the appropriate funding agency, within 30 days of the acquisition. The notification shall contain the information specified in this Section. The Property Specialist will complete and submit Property Acquisition Form.

d) WFSMRG's inventory guidelines are based on the provisions of A-I 02 and UGCMS. WFSMRG's inventory files include the information cited below, copies of the Purchase Order or other acquisition documents and an entry concerning the use of the property item.

a) A description of the property, including brand name.
b) Manufacturer's serial number, model number, federal stock number, national stock number, or other identification number.
c) Funding source. (WIOA, CCMS, CIS, TANF, FSE&T, etc.)
d) FAIN
e) Acquisition date (or date received, if the property was furnished by the contract).
f) Location, use, and condition of the property.
g) Unit acquisition cost.
h) Date of Disposition
i) Sales price of the disposed property: WFSMRG will incorporate additional disposition information into their property records to include a calculation of fair market value and the location and/or program to which the property is transferred.

2. Physical Inventory of Property

The Fiscal Entity will conduct a 100% annual physical inventory of property and reconcile the results with the corporation property records. It will be the Fiscal Entity responsibility to ensure that the physical inspection and those shown in their property records match. In case of any discrepancies, it will be up to the Fiscal Entity to find the property and document any difference.

In connection with the inventory, the Fiscal Entity will verify the existence, location, current utilization, and continued need for the property. Documentation of annual inventories will be subject to review during random on-site monitoring reviews conducted by Board staff.

To ensure separation of duties, the annual inventory shall be conducted by a Property Specialist other than the Property Control Officer. Every

employee will sign off on physical inventory no more than 30 days after it has been conducted.

All equipment bought with TWC funds shall be inventoried and tagged showing ownership of WFSMRG.

3. Annual Acknowledgment of Receipt of Company Property

Within thirty (30) days following the annual inventory, a report will be run listing the assets/property assigned to each individual employee. Each individual associate must review and certify the property assigned to him/her and acknowledge personal responsibility for its proper use and care. Signed certifications will be kept on file.

4. Tagging

Tagging supports WFSMRG's property control system and will provide several important benefits.

A. The Fiscal Agent uses a computerized inventory system in Microsoft Excel, which assigns numbers to the tags, records the tag numbers on the property control records, and the Property Specialist places the tags on pieces of property. The Fiscal Agent is responsible for tagging all equipment (tangible non-expendable property having a useful life of more than one year and a unit acquisition cost $10,000 or more). As a cross-reference for audit purposes, the tag number will be noted on the invoice for each item of property.

B. Benefits of tagging include the following:

- Ready identification of an item of property when taking inventory
- A serial number, which may be inconveniently located on the bottom or back of an item, need not be located - the tag takes the place of the serial number
- Ready identification of the item as belonging to the organization
- Tagging may reduce property theft.

C. The tag number may be used as a code to identify the location of property (by physical location or by unit designation), type of property, funding source used, or another useful identifier.

D. When WFSMRG charges depreciation or use allowance, the tag number may be used to allocate those costs to the correct department or funding source.

5. Property Maintenance and Security

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A. WFSMRG will implement adequate maintenance procedures to keep accountable property in good condition. The manufacturers' recommended procedures for maintenance will be followed. Property records will include copies of pertinent warranties. Maintenance agreements may be obtained based on the results of a price analysis, cost/benefit analysis and the availability of in-house technical support.
B. WFSMRG will implement adequate safeguards to prevent or reduce the risk of loss, damage or theft of property. Any loss, damage or theft of accountable property will be investigated, and fully documented. WFSMRG will contact the appropriate law enforcement office to report any missing or stolen property and will maintain a copy of the law enforcement report in the property records.

6. Licensing and Maintenance Fees

As noted above, WFSMRG is responsible for the proper maintenance of property. If any licensing and/or maintenance agreement fees cover a period of more than one year, these fees will be prorated through the duration of the agreement. Licensing/maintenance agreement fees benefiting multiple years may be charged only if WFSMRG can demonstrate that the payment generates significant savings to the program.

Property Insurance

WFSMRG will obtain insurance adequate to cover replacement costs for property losses resulting from vandalism, theft, fire, flood, windstorm or other hazards. WFSMRG will be required by each funding source to replace any damaged, lost or stolen property from sources other than Federal funds, if no property insurance is in effect.

Transfer of Property

- The appropriate funding source may determine that another contractor has a need for property that WFSMRG has requested to dispose. In this event, WFSMRG will be instructed to transfer the property to the other contractor.
- WFSMRG, if responsible for arranging movement of property, will give careful attention to transportation costs, staff man-hour costs, fragility, or susceptibility to damage of the particular property, and other pertinent considerations before determining the mode of shipment.
- When property, excess to the needs of WFSMRG, is to be shipped to another contractor having need of such property, responsibility for arranging shipment rests with the requesting (receiving) entity.

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- When surplus property needs to be shipped to any warehouse storage, responsibility for arranging shipment rests with the shipping (storage) entity.
- Transportation of property should be by the most cost-effective means, giving proper consideration to safety of personnel and property.
- Property insurance does not normally cover property in transit. Common carrier (commercial shipper) standard liability covers only a fraction of the value of property shipped unless additional coverage is specifically arranged. Thus, special insurance may be needed to provide adequate coverage of property in transit.

Records Retention
It is the responsibility of WFSMRG to maintain records for accountable property for a period of three years after final date of disposition of the property. In the event of termination of program activity or other reason where WFSMRG is unable to retain records, they shall be catalogued and forwarded to each funding source for retention.

EFFECTIVE DATE: October 1, 2025

RECISSIONS:
None

INQUIRIES: If you have any questions regarding this policy, please contact rosalind.lozano@wfsmrg.org

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Workforce Solution Middle Rio Grand Board
Revenue vs Expenditures as August 2025

			WFB	MRGDC	Target	Variance
WIOA - Adult 07/01/24-06/30/26	Budget	$878,332	$ 87,833	$ 790,499	58.33%	94.49%
	Expenses		$ 39,426	$ 787,668		
	Balance		$ 48,407	$ 2,831.00		
WIOA - Adult 07/01/25-06/30/27	Budget	$758,215	$ 75,822	$ 682,392	8.33%	6.42%
	Expenses		$ 680	$ 47,964		
	Balance		$ 75,142	$ 634,428		
WIOA -Dislocated 07/01/24-06/30/26	Budget	$486,423	$ 48,642	$ 437,781	58.33%	95.47%
	Expenses		$ 26,615	$ 437,781		
	Balance		$ 22,027	$ -		
WIOA - Dislocated 07/01/25-06/30/27	Budget	$410,173	$ 41,017	$ 369,156	8.33%	3.43%
	Expenses		$ 266	$ 13,806		
	Balance		$ 40,751	$ 355,350		
WIOA - Youth 07/01/24-06/30/26	Budget	$943,981	$ 94,398	$ 849,583	58.33%	61.24%
	Expenses		$ 36,533	$ 541,537		
	Balance		$ 57,865	$ 308,046		
WIOA - Youth 07/01/25-06/30/27	Budget	$809,191	$ 80,919	$ 728,272	8.33%	0.02%
	Expenses		$ -	$ 150		
	Balance		$ 80,919	$ 728,122		
CCF-Childcare 08/31/25-12/31/25	Budget	$10,542,994	$ 563,568	$ 9,979,426	75%	76.96%
	Expenses		$ 497,750	$ 7,615,960		
	Balance		$ 65,818	$ 2,363,466		
CCF-Childcare 08/31/25-12/31/26	Budget	$11,055,384	$ -	$ -	0.00%	0.00%
	Expenses		$ -	$ -		
	Balance		$ -	$ -		
CCM-Childcare Local Match 10/01/24-12/31/25	Budget	$691,442	$ 691,442	$ -	73.33%	62.11%
	Expenses		$ 429,442	$ -		
	Balance		$ 262,000	$ -		
CCP-Childcare PRS 09/01/24-12/3125	Budget	$363,986	$ 18,199	$ 345,787	75%	84.31%
	Expenses		$ 12,107	$ 294,780		
	Balance		$ 6,092	$ 51,007		
CCQ-Childcare Quality 10/01/24-10/31/25	Budget	$500,887	$ 87,833	$ -	84.62%	50.15%
	Expenses		$ 39,426	$ -		
	Balance		$ 48,407	$ -		
CCQF-Childcare Quality 10/01/24-10/31/25	Budget	$252,031	$ 252,031	$ -	84.62%	23.23%
	Expenses		$ 58,539	$ -		
	Balance		$ 193,492	$ -		

RESEA-Reemploy SVS 10/01/24-2/28/26	Budget	$405,278	$ 40,528	$ 364,750	64.71%	48.30%
	Expenses		$ 15,171	$ 180,568		
	Balance		$ 25,357	$ 184,182		
TRA- Traded Act Svs 10/01/24-9/30/25	Budget	$5,000	$ 250	$ 4,750	91.67%	0.00%
	Expenses		$ -	$ -		
	Balance		$ 250	$ 4,750.00		
SNE-SNAP 10/01/24-09/30/25	Budget	$175,761	$ 17,576	$ 158,185	91.67%	81.08%
	Expenses		$ 16,864	$ 125,650		
	Balance		$ 712	$ 32,535		
TAF- TANF Choices 08/31/24-10/31/25	Budget	$799,101	$ 194,910	$ 604,191	85.71%	65.36%
	Expenses		$ 145,364	$ 376,951		
	Balance		$ 49,546	$ 227,240		
TVC - TX Vets Comm 10/01/24-09/30/25	Budget	$13,000	$ 1,300	$ 11,700	91.67%	76.14%
	Expenses		$ 1,300	$ 8,599		
	Balance		$ -	$ 3,101		
WCI - WF Comm Initiat 10/01/24-09/30/25	Budget	$39,000	$ -	$ 39,000	91.67%	70.08%
	Expenses		$ -	$ 27,329		
	Balance		$ -	$ 11,671		
WOO- Add'l Program 10/01/24-09/30/25	Budget	$17,792	$ 1,779	$ 16,013	91.67%	11.69%
	Expenses		$ 1,779	$ 301		
	Balance		$ -	$ 15,712		
WPA-WP Empl Svs 03/01/25-12/31/25	Budget	$23,550	$ 2,355	$ 21,195	60.00%	10.37%
	Expenses		$ 1,761	$ 20,515		
	Balance		$ 594	$ 680		
WIOA-Rapid Response 07/01/25-6/30/26	Budget	$14,173		$ 14,173	16.67%	7.97%
	Expenses			$ 1,130		
	Balance		$ -	$ 13,043		
Student Hireablility Nav 09/01/23-08/31/25	Budget	$226,000	$ 226,000	$ -	100%	69%
	Expenses		$ 155,932	$ -		
	Balance		$ 70,068	$ -		
Infrastructure Support 09/01/24-10/31/25	Budget	$132,727	$ -	$ 132,727	85.71%	59.83%
	Expenses		$ -	$ 79,412		
	Balance		$ -	$ 53,315		
SEAL-Summer & Learn Program	Budget	$889,921		$ 889,921	97.96%	33.81%
	Expenses		$ -	$ 300,909		
	Balance		$ -	$ 589,012		

Workforce Solution Middle Rio Grand Board
Revenue vs Expenditures as October 2025

			WFB	MRGDC	Target of where we should be	Variance of budget vs expenses
WIOA - Adult 07/01/24-06/30/26	Budget	$878,332	$ 87,833	$ 790,499	66%	95%
	Expenses		$ 47,372	$ 790,499		
	Balance		$ 40,461	$ -		
WIOA - Adult 07/01/25-06/30/27	Budget	$758,215	$ 75,822	$ 682,392	33%	21%
	Expenses		$ 2,044	$ 157,250		
	Balance		$ 73,778	$ 525,142		
WIOA -Dislocated 07/01/24-06/30/26	Budget	$486,423	$ 48,642	$ 437,781	58%	95%
	Expenses		$ 28,346	$ 437,781		
	Balance		$ 20,296	$ -		
WIOA - Dislocated 07/01/25-06/30/27	Budget	$410,173	$ 41,017	$ 369,156	16%	43%
	Expenses		$ 2,993	$ 172,006		
	Balance		$ 38,024	$ 197,150		
WIOA - Youth 07/01/24-06/30/26	Budget	$943,981	$ 94,398	$ 849,583	66%	82%
	Expenses		$ 47,093	$ 729,589		
	Balance		$ 47,305	$ 119,994		
WIOA - Youth 07/01/25-06/30/27	Budget	$809,191	$ 80,919	$ 728,272	17%	2%
	Expenses		$ -	$ 15,016		
	Balance		$ 80,919	$ 713,256		
CCF-Childcare 08/31/25-12/31/25	Budget	$10,542,994	$ 563,568	$ 9,979,426	88%	96%
	Expenses		$ 556,583	$ 9,526,894		
	Balance		$ 6,985	$ 452,532		
CCF-Childcare 08/31/25-12/31/26	Budget	$11,055,384	$ 598,055	$ 10,502,615	13%	0%
	Expenses		$ -	$ -		
	Balance		$ 598,055	$ 10,502,615		
CCM-Childcare Local Match 10/01/24-12/31/25	Budget	$691,442	$ 199,000	$ 492,442	87%	12%
	Expenses		$ 82,685	$ -		
	Balance		$ 116,315	$ 492,442.00		
CCP-Childcare PRS 09/01/24-12/31/25	Budget	$363,986	$ 18,199	$ 345,787	88%	85%
	Expenses		$ 12,107	$ 298,295		
	Balance		$ 6,092	$ 47,492		
CCP-Childcare PRS 09/01/24-12/31/25	Budget	$309,609	$ 15,480	$ 294,129	13%	23%
	Expenses		$ -	$ 70,439		
	Balance		$ 15,480	$ 223,690		
CCQ-Childcare Quality 10/01/24-10/31/25	Budget	$500,887	$ 500,887	$ -	100%	78%
	Expenses		$ 392,809	$ -		
	Balance		$ 108,078	$ -		

CCQF-Childcare Quality 10/01/24-10/31/25	Budget	$252,031	$ 252,031	$ -	100%	49%
	Expenses		$ 122,312	$ -		
	Balance		$ 129,719	$ -		
RESEA-Reemploy SVS 10/01/24-2/28/26	Budget	$405,278	$ 40,528	$ 364,750	76%	64%
	Expenses		$ 23,431	$ 237,792		
	Balance		$ 17,097	$ 126,958		
TRA- Traded Act Svs 10/01/25-9/30/26	Budget	$0	$ -	$ -	92%	0%
	Expenses		$ -	$ -		
	Balance		$ -	$ -		
SNE-SNAP 10/01/24-09/30/25	Budget	$175,761	$ 17,576	$ 158,185	100%	100%
	Expenses		$ 17,576	$ 158,185		
	Balance		$ -	$ -		
SNE-SNAP 10/01/25-09/30/26	Budget	$135,684	$ 13,568	$ 122,116	8%	9%
	Expenses		$ 1,373	$ 11,064		
	Balance		$ 12,195	$ 111,052		
TAF- TANF Choices 08/31/24-10/31/25	Budget	$799,101	$ 194,910	$ 604,191	100%	100%
	Expenses		$ 194,910	$ 604,191		
	Balance		$ -	$ -		
TAF- TANF Choices 08/31/24-10/31/25	Budget	$783,754	$ 193,375	$ 590,379	100%	8%
	Expenses		$ -	$ -		
	Balance		$ 193,375	$ 590,379		
TVC - TX Vets Comm 10/01/24-09/30/25	Budget	$13,000	$ 1,300	$ 11,700	100%	100%
	Expenses		$ 1,300	$ 11,700		
	Balance		$ -	$ -		
WCI - WF Comm Initiat 10/01/24-09/30/25	Budget	$39,000	$ -	$ 39,000	100%	93%
	Expenses		$ -	$ 36,594		
	Balance		$ -	$ 2,406		
WOO- Add'l Program 10/01/24-09/30/25	Budget	$17,792	$ 1,779	$ 16,013	100%	100%
	Expenses		$ 1,779	$ 16,013		
	Balance		$ -	$ -		
WOO- Add'l Program 10/01/25-09/30/26	Budget	$20,023	$ 2,002	$ 18,021	100%	0%
	Expenses		$ -	$ -		
	Balance		$ 2,002	$ 18,021		
WPA-WP Empl Svs 03/01/25-12/31/25	Budget	$23,550	$ 2,355	$ 21,195	80%	77%
	Expenses		$ 2,319	$ 16,226		
	Balance		$ 36	$ 4,969		
WPA-WP Empl Svs 10/01/25-12/31/26	Budget	$7,994	$ 799	$ 7,195	7%	0%
	Expenses		$ -	$ -		
	Balance		$ 799	$ 7,195		
WIOA-Rapid Response 07/01/25-6/30/26	Budget	$14,173		$ 14,173	33%	9%

	Expenses				$	1,255			
	Balance			$	-	$	12,918			
Student Hireablility Nav 09/01/23-08/31/27	**Budget**	$226,000		$	226,000	$	-		53%	67%
	Expenses			$	172,075	$	-			
	Balance			$	53,925	$	-			
Infrastructure Support 09/01/24-10/31/25	**Budget**	$132,727		$	-	$	132,727		100%	100%
	Expenses			$	-	$	132,727			
	Balance			$	-	$	-			
SEAL-Summer & Learn Program	**Budget**	$889,921				$	889,921		100%	34%
	Expenses			$	-	$	301,311			
	Balance			$	-	$	588,610			

Docusign Envelope ID: 6C7F2C91-D20B-4A20-AD41-428B670FB78B

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726TAF001**
ABA Number	**2725ABA001**
Grant Program Title	**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES/CHOICES**
Award Amount	**$783,754.00**

Grantee's Name

Workforce Solutions Middle Rio Grande Board

Period of Award

This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **October 31, 2026**, unless amended or terminated in accordance with its terms and conditions.

Signature Authority

The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to:

- execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and
- validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.

Agency Approval

Texas Workforce Commission

Malialia Baldini for Mary H. York

Mary H York
Division Director, Workforce Development
Date: 9/10/2025

Award Acceptance

Workforce Solutions Middle Rio Grande Board

Christopher Hiller

Christopher Hiller
Board Chair
Date: 9/11/2025

Fiscal Agent: Middle Rio Grande Development Council

Michelle Garcia

Michelle Garcia
Executive Director
Date: 9/14/2025

Docusign Envelope ID: 20FB7A9F-B655-4AF0-BAE3-7D6B4CE51B97

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726CCQ001**
ABA Number	**2725ABA001**
Grant Program Title	**CHILD CARE AND DEVELOPMENT FUND QUALITY IMPROVEMENT ACTIVITY**
Award Amount	**$537,777.00**

Grantee's Name

Workforce Solutions Middle Rio Grande Board

Period of Award

This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **October 31, 2026**, unless amended or terminated in accordance with its terms and conditions.

Signature Authority

The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to:

- execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and
- validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.

Agency Approval	**Texas Workforce Commission** S. Reagan Miller Sarah Reagan Miller Director, Child Care & Early Learning Division Date: 9/4/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** Christopher Hiller Christopher Hiller Board Chair Date: 9/4/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 9/4/2025

Docusign Envelope ID: 24A52CDE-2487-404E-A7FA-51F4B08E4418

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726CCP001**
ABA Number	**2725ABA001**
Grant Program Title	**TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES (DFPS) CHILD CARE**
Award Amount	**$.00**

Grantee's Name

Workforce Solutions Middle Rio Grande Board

Period of Award

This Grant Award Agreement shall begin on **September 1, 2025** and shall terminate on **December 31, 2026**, unless amended or terminated in accordance with its terms and conditions.

Signature Authority

The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to:

- execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and
- validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.

Agency Approval	**Texas Workforce Commission** S. Reagan Miller Sarah Reagan Miller Director, Child Care & Early Learning Division Date: 9/19/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** Christopher Hiller Christopher Hiller Board Chair Date: 9/22/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 9/22/2025

Docusign Envelope ID: A70DA494-18F0-47A6-9C05-8416B6A3CB75

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726CQF001**
ABA Number	**2725ABA001**
Grant Program Title	**CHILD CARE AND DEVELOPMENT FUND QUALITY FOUR PERCENT ACTIVITIES**
Award Amount	**$298,850.00**

Grantee's Name

Workforce Solutions Middle Rio Grande Board

Period of Award

This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **October 31, 2026**, unless amended or terminated in accordance with its terms and conditions.

Signature Authority

The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to:

- execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and
- validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.

Agency Approval	**Texas Workforce Commission** S. Reagan Miller Sarah Reagan Miller Director, Child Care & Early Learning Division Date: 9/22/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** Christopher Hiller Christopher Hiller Board Chair Date: 9/23/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 9/24/2025

Docusign Envelope ID: 138E7750-704A-4F65-892A-84E6AAEAF7B3

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT
AMENDMENT NUMBER 001

TWC Contract Number	**2725REA001**
ABA Contract Number	**2725ABA001**
Grant Program Title	**REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT**

Grantee's Information

Workforce Solutions Middle Rio Grande Board

Remarks

This Grant Award Amendment is contingent on the Board's and its Fiscal Agent's (if applicable) acceptance of and compliance with the terms and conditions of this Notice of Grant Award Amendment and any referenced attachments.

Amendment Detail

Effective Date

This Grant Award Amendment shall be effective on **September 1, 2025,** or on the date the Grant Award Amendment is signed by all Parties, whichever occurs last.

Grant Period

The Grant Period is amended as follows:

Current End Date: September 30, 2025

Amended End Date: **February 28, 2026**

If blank, there are no changes to this section.

General Terms and Conditions

The General Terms and Conditions are amended as follows:

If blank, there are no changes to this section.

Attachment A: Statement of Work - Project Requirements

Attachment A: Statement of Work - Project Requirements are amended as follows:

If blank, there are no changes to this section.

Attachment B: Statement of Work - Financial Requirements
Attachment B: Statement of Work - Financial Requirements are amended as follows: 1. Revise Attachment B, Section 1.7; changes are in bold. If blank, there are no changes to this section.
Grant Award Amount
Grant Award Amount amended as follows: 1. Increase the Grant Award amount by $207,500.00. 2. Commission approved this increase on July 8, 2025. If blank, there are no changes to this section. **Total Amended Grant Award Amount: $405,278.00**
Attachment D: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards amended as follows: 1. Revised Attachment D, attached. If blank, there are no changes to this section.
Changes to Other than the Listed Amendment Details Categories
Other: If blank, there are no changes to this section.

Signature Authority	
The person signing this Grant Award Amendment on behalf of the Agency, the Board, and the Board's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: • execute this Grant Award Amendment on behalf of TWC or Board's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Amendment.	
Amendment Approval	**Texas Workforce Commission** Mary H York Division Director, Workforce Development Date: 9/16/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** Christopher Hiller Christopher Hiller Board Chair Date: 9/17/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 9/17/2025

Docusign Envelope ID: 2187B63D-9306-4D4C-9ACB-72567944EA17

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726REA001**
ABA Number	**2725ABA001**
Grant Program Title	**REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT**
Award Amount	**$207,536.00**
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **September 30, 2026**, unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.	
Agency Approval	**Texas Workforce Commission** Mary H York Division Director, Workforce Development Date: 11/21/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** CHRISTOPHER HILLER Christopher Hiller Board Chair Date: 11/24/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 11/25/2025

Docusign Envelope ID: 3412DDE8-B0BF-4658-863E-FFE3CAE9BEB1

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726SNE001**
ABA Number	**2725ABA001**
Grant Program Title	**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING**
Award Amount	**$135,684.00**

Grantee's Name

Workforce Solutions Middle Rio Grande Board

Period of Award

This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **September 30, 2026**, unless amended or terminated in accordance with its terms and conditions.

Signature Authority

The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to:

- execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and
- validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.

Agency Approval	**Texas Workforce Commission** Mary H York Division Director, Workforce Development Date: 9/29/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** Christopher Hiller Board Chair Date: 9/30/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Executive Director Date: 9/30/2025

Docusign Envelope ID: 6040E86D-227A-441A-8778-13C646A650B4

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726WCI001**
ABA Number	**2725ABA001**
Grant Program Title	**WORKFORCE COMMISSION INITIATIVES**
Award Amount	**$41,044.00**
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **September 30, 2026**, unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.	
Agency Approval	**Texas Workforce Commission** Mary H York Division Director, Workforce Development Date: 10/29/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** CHRISTOPHER HILLER Christopher Hiller Board Chair Date: 10/31/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 10/31/2025

Docusign Envelope ID: FE632302-E63B-4058-B92C-7184B653BA0C

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726TRA001**
ABA Number	**2725ABA001**
Grant Program Title	**TRADE ACT SERVICES FOR DISLOCATED WORKERS**
Award Amount	**$5,000.00**
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **September 30, 2026**, unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.	
Agency Approval	**Texas Workforce Commission** Mary H York Division Director, Workforce Development Date: 11/19/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** CHRISTOPHER HILLER Christopher Hiller Board Chair Date: 11/21/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 11/21/2025

Docusign Envelope ID: BDF9AA17-2488-478D-A6A9-188AF5543B18

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726WPA001**
ABA Number	**2725ABA001**
Grant Program Title	**WAGNER-PEYSER EMPLOYMENT SERVICES**
Award Amount	**$7,994.00**

Grantee's Name

Workforce Solutions Middle Rio Grande Board

Period of Award

This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **December 31, 2026**, unless amended or terminated in accordance with its terms and conditions.

Signature Authority

The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to:

- execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and
- validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.

Agency Approval	**Texas Workforce Commission** Mary H York Division Director, Workforce Development Date: 11/6/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** CHRISTOPHER HILLER Christopher Hiller Board Chair Date: 11/7/2025 **Fiscal Agent: Middle Rio Grande Development Council** *Michelle Garcia* Michelle Garcia Executive Director Date: 11/10/2025

Docusign Envelope ID: 15850C5C-1C98-4AC9-AB0B-BDA08779C94C

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2725SDF001**
Grant Program Title	**Skills Development Fund in Partnership with Steelmation Corporation**
Award Amount	**$10,543.00**
Grantee Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award shall begin on **August 31, 2025,** and shall terminate on **August 31, 2026**, unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee, and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.	
Agency Approval	**Texas Workforce Commission** Mary H York Division Director, Workforce Development Date: 10/6/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** CHRISTOPHER HILLER Christopher Hiller Board Chair Date: 10/7/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 10/7/2025

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TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726WOO001**
ABA Number	**2725ABA001**
Grant Program Title	**ADDITIONAL PROGRAM FUNDING**
Award Amount	**$20,023.00**
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on **October 1, 2025** and shall terminate on **September 30, 2026**, unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.	
Agency Approval	**Texas Workforce Commission** Mary H York Division Director, Workforce Development Date: 10/3/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** CHRISTOPHER HILLER Christopher Hiller Board Chair Date: 10/6/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 10/9/2025

Docusign Envelope ID: 951A8297-7835-42CC-AAA4-E367899D74DC

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT

TWC Award Number	**2726CCF001**
ABA Number	**2723ABA001**
Grant Program Title	**CHILD CARE SERVICES FORMULA ALLOCATION**
Award Amount	**$11,055,384.00**
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on **August 31, 2025** and shall terminate on **December 31, 2026**, unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement.	
Agency Approval	**Texas Workforce Commission** Randy Townsend for Edward Serna Edward Serna Executive Director Date: 8/14/2025
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** Christopher Hiller Christopher Hiller Board Chair Date: 8/17/2025 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 8/17/2025

BCY26 CHILD CARE PERFORMANCE MEASURES:

Performance

Timeframe	# of Units	BCY26 Target	% Attainment	Status
Year to Date (YTD) Average Kids Per Day (10/01/2025 – 09/30/26)	1215	1405	86.48	Not Meeting

FY 2026	Oct-2025	Nov-2025	Dec-2025	Jan-2026	Feb-2026	Mar-2026	Apr-2026	May-2026	Jun-2026	Jul-2026	Aug-2026	Sep-2026
CC Days in the Month	23	20	23	22	20	22	22	21	22	23	21	22
Avg Kids Per Day - Month	1,215	1,260	1,350	1,399	1,420	1,425	1,425	1425	1425	1425	1425	1425
Avg Kids Per Day - YTD (Oct forward)	1,215	1,236	1,276	1,307	1,328	1,344	1,356	1,364	1,371	1,377	1,381	1,385
TARGET	1,405	1,405	1,405	1,405	1,405	1,405	1,405	1,405	1,405	1,405	1,405	1,405
% of Target - Month	86.48%	89.68%	96.09%	99.57%	101.07%	101.42%	101.42%	101.42%	101.42%	101.42%	101.42%	101.42%
% of Target - YTD	86.48%	87.97%	90.82%	93.02%	94.52%	95.66%	96.51%	97.08%	97.58%	98.01%	98.29%	98.58%
Measure Status					MP*	MP*	+P					

In FY '25, the performance target was 1,383 children; however, the year began with 1,442 already enrolled, placing the program in an over-enrolled status. Monthly expenditures averaged more than $750,000, and with the requirement to bring 40 providers to Texas Rising Star—resulting in higher reimbursement rates—projections indicated that available funding would be exhausted before year-end. To prevent a shortfall and ensure continuity of services, the Board transferred a little more than $346,000 of FY'24 Local Match funds for the contractor to use directly for child care expenditures.

In March, TWC informed the Board that Local Match funds should be used primarily for direct care, with only $199,000 allowed for quality activities. As a result, the Board increased the contractor's direct care funding to support placing children from the waitlist and to help cover rising direct care expenditures associated with higher reimbursement rates.

Expenditures by County – Month of October 2025	Expenditures
Dimmit	$ 32,580
La Salle	$ 3,777
Maverick	$ 314,495
Real	$ -
Uvalde	$ 81,495
Val Verde	$ 268,127
Zavala	$ 51,050
Edwards	$ -
Kinney	$ -

Child Care Centers as of October 2025	TRS CC Centers	CC Centers waiting Assessment/Reassessment	ELD CC Centers	CC Centers with TRS Suspension
39	29	5	1	4

Programs by County	**Providers**	**TRS**
Dimmit	3	1
La Salle	1	1
Maverick	14	13
Real	0	0
Uvalde	6	5
Val Verde	12	9
Zavala	3	3
Edwards	0	0
Kinney	0	0

Child Care Quality Activities:

The Fiscal Year 2026 Child Care Quality (CCQ) Annual Expenditure Plan has been submitted to TWC for review. The plan outlines how designated funds will be used to support continuous quality improvement across early learning programs. The plan details projected spending for key CCQ activities—such as professional development, coaching and mentoring, classroom enhancements, and health and safety initiatives—to ensure alignment with Texas Workforce Commission guidance. It serves as a roadmap for strategic investments that strengthen program quality, improve outcomes for children and families, and support compliance and accountability throughout the fiscal year.

- Key CCQ investments include:
  - Purchasing curriculum
  - Classroom equipment
  - Parent engagement packets
  - Literacy packets
  - Professional development training
  - Offering CDA courses
  - Coaching and mentoring
  - Classroom enhancements
  - Health and safety initiatives

Board Name	*Middle Rio Grande*	CORRECTIVE ACTION PLAN	CAP	BCY	2025

Program Name:	SNAP E&T **If Other:**
Reason for CAP:	Prior Year Finding #1:The Board did not ensure the service provider followed SNAP E&T Program Requirements. The form H1822 ABAWD Work Requirements and the form H1817 SNAP Informational Transmittal program requirements were not followed. H1822s were not recorded in the counselor notes or the date of submittal was not documented in the counselor notes. H1817 SNAP Information Transmittal was not submitted to HHSC for a reconsideration request or the fax transmittal date did not match the form H1817 date and when H1817s SNAP Information Transmittal were sent to HHSC to request a reconsideration, or the requests were not entered in the Good Cause tab. Prior Year Finding #2 The Board did not ensure sanctions were requested within the required time frame for SNAP E&T noncooperating participants.

Board Contact:		**Contractor Contact:**	
Name:	**Annabelle Aguilar**	Name:	**Barbara Lopez**
Telephone:	(830)486-7509	Telephone:	830-876-1276
E-mail:	annabelle.aguilar@wfsmrg.org	E-mail:	barbara.lopez@mrgdc.org

PURPOSE STATEMENT:

The Middle Rio Grande Board must ensure that Board performance improvement strategies and Middle Rio Grande procedures are in place and implemented according to the Corrective Action Plan (CAP).

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

CONFERENCE CALL (OPTIONAL) YES DAY OF MONTH: Wednesday WEEK 2nd HOUR: 3:00 PM

The purpose of this call will be to check progress, and identify technical assistance needs to assist the Board in achieving goals.
If the Board chooses to engage in monthly conference please coordinate with your assigned contact prior to the completion of this section.
This call will be conducted the 2nd Wednesday of the month at 03:00 PM (Central time).

CAP PROGRESS REPORTING (OPTIONAL): YES DAY OF MONTH: 19

Please submit all reports to annabelle.aguilar@wfsmrg.org

REPORTS: (Optional)

Report Name	To Assist with the Following Strategy/Benchmark	Special Notes/Comments *(frequency, etc.)*
WorkInTexas.com SNAP Management Report	This report assists with strategies 1 and 2	Each month, after the data entry cutoff date, the Board must run a report for the previous month. This report identifies SNAP E&T cases that were open during that month, enabling the Board to conduct a review.
WorkInTexas.com SNAP Management Report - Drilled down by Good Cause	This report assists with strategies 1 and 2	Required monthly for the previous month, after data entry cutoff date. This report is used to identify cases that were open for the previous month to conduct your review.
WorkInTexas.com SNAP Management Report - Drilled down by Reconsiderations	This report assists with strategies 1 and 2	Required monthly for the previous month, after data entry cutoff date. This report is used to identify cases that were open for the previous month to conduct your review.
WorkInTexas.com SNAP Management Report - Drilled down by Entered Employment	This report assists with strategies 1 and 2	Required monthly for the previous month, after data entry cutoff date. This report is used to identify cases that were open for the previous month to conduct your review.
WorkInTexas.com SNAP Sanctions Initiated	This report assists with strategy 3	Required monthly for the previous month, after data entry cutoff date. This report is used to identify cases that were open or sanctioned in the previous month to conduct your review.

Board Name *Middle Rio Grande* CORRECTIVE ACTION PLAN CAP BCY 2025

STRATEGIES *(Please use additional Strategy sheets, if necessary.)*	
STRATEGY 1	**ACTION ITEMS 1**
Contractor staff will conduct a monthly review of case notes for SNAP E&T customers who: attended an orientation, were granted Good Cause, had a Request for Reconsideration submitted, or entered employment. This review will ensure case notes contain all required data, including: dates Form 1822s were sent to HHSC, the date Good Cause/Reconsideration information was reported, dates Form 1817s were submitted, and explicit statements confirming that Form 1822s and/or 1817s were sent to HHSC.	**Monthly:** Conduct a full SNAP E&T case review and provide Board with documenation of this review.

STRATEGY 2	**ACTION ITEMS 2**
Contractor staff will review Good Cause cases to verify that all Good Cause/Reconsideration information has been entered in WIT. Additionally, they will check the TIERS SNAP cases of relevant customers who had Good Cause granted or Requests for Reconsideration submitted, confirming that Form 1817 was received by HHSC on the date recorded in WIT notes.	**Monthly:** Conduct a full case SNAP E&T case review and provide Board with documenation of this review.

STRATEGY 3	
Contractor staff will review all sanctions initiated in the previous month to ensure timely entry. This includes a comprehensive case review of all SNAP E&T customers from the prior month to confirm they are meeting participation requirements, have been granted Good Cause appropriately, or have been sanctioned in a timely manner when necessary.	**Monthly:** Conduct a full case SNAP R&T case review and SNAP Sanctions review and provide Board with documentation of this review.

Board Name	*Middle Rio Grande*	CORRECTIVE ACTION PLAN	CAP	BCY	2025

STRATEGIES (Continued) *(Please use additional Strategy sheets, if necessary.)*	
STRATEGY 4	**ACTION ITEMS 4**
To ensure accurate case management, SNAP E&T Case Managers must maintain readily available electronic or printed documentation of Federal Exemptions, ABAWD time limit Exceptions and the SNAP E&T Guide. These resources will serve staff to determine reconsideration, exemptions and ensure accurate data entry in WorkInTexas.com.	By December 19, 2025, the Contractor will guarantee that all SNAP E&T Case Managers can access comprehensive SNAP E&T program information. This includes a current list of Federal Exemptions and ABAWD Exceptions, as well as the latest version of the SNAP E&T Guide.

STRATEGY 5	**ACTION ITEMS 5**
All Board and Contractor Staff must attend SNAP E&T training focused on addressing SNAP E&T monitoring findings specific to the Middle Rio region. This training will cover areas such as Sanctions, Good Cause, Reconsiderations, Form 1817s, and Form 1822s.	By December 19, 2025, all SNAP E&T staff (Board and Contractor) must be scheduled to attend training addressing the two identified findings. Attendance must be documented with a sign-in sheet.

STRATEGY 6	**ACTION ITEMS 6**
SNAP E&T staff's (Board and Contractor) understanding of SNAP Work Activities will be assessed through a knowledge test. Staff must achieve a score of 90% or higher to demonstrate comprehension of SNAP work activities and the required actions of a SNAP E&T case manager. Any staff scoring below 90% will receive additional training.	By December 19, 2025, all SNAP E&T staff must complete a SNAP E&T Comprehension Test covering the training provided on the two identified findings. This test will specifically assess knowledge of Good Cause, Reconsiderations, required actions when customers report employment, and the appropriate timing for sending Form 1817s. The Board must provide a list of staff scores and a copy of the training materials.

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

IMPLEMENTATION AGREEMENT: **SUBMIT DATE** 12/11/26

Middle Rio Grande Development Council (Contractor) agrees to implement all strategies and actions enumerated in this Corrective Action Plan (CAP)."

The CAP will remain in effect until the Board has satisfactorily achieved the objectives of this CAP for four consecutive months. The Contractor must review and return a signed copy of the CAP by the close of business, as shown in the submit date above.

The CAP will be returned to the Contractor upon signature of the Executive Director of Workforce Solutions Middle Rio Grande Board.

By signing this CAP, the Contractor agrees to make every effort to ensure that its performance measures and contractual goals are met and agrees to continue its collaboration with Workforce Solutions Middle Rio Grande Board staff to ensure success.

Michelle Garcia, Executive Director
Middle Rio Grande Development Council

Date

Rosie A. Lozano, Executive Director
Workforce Development Board, Middle Rio Grande

Date

CAP- 12/11/2025

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

Program Name:	Choices **If Other:**
Reason for CAP:	Prior Year Finding, Board did not ensure sanctions were requested within the required time frame for Choices noncooperating participants.

Board Contact:		**Contractor:**	
Name:	Annabelle Aguilar	Name:	Barbara Lopez
Telephone:	830-255-8879	Telephone:	830-876-1276
E-mail:	annabelle.aguilar@wfsmrg.org	E-mail:	barbara.lopez@mrgdc.org

PURPOSE STATEMENT:

Middle Rio Grande Development Council (Contractor) must fully comply with ensuring Choices sanctions are being requested within the required timeframes by implementing the Corrective Action Plan (CAP), thereby guaranteeing timely submission of Choices information transmittal to HHSC and accurate documentation in WorkinTexas.com.

CAP - Rev. 03/09/2022

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

CONFERENCE CALL (OPTIONAL) YES DAY OF MONTH: Wednesday WEEK 2nd HOUR: 3:00 PM

The purpose of this call will be to check progress, and identify technical assistance needs to assist the Board in achieving goals.
If the Board chooses to engage in monthly conference please coordinate with your assigned contact prior to the completion of this section.
This call will be conducted the 2nd Wednesday of the month at 03:00 PM (Central time).

CAP PROGRESS REPORTING (OPTIONAL): YES DAY OF MONTH: 21

Please submit your reports to annabelle.aguilar@wfsmrg.org

REPORTS: (Optional)

Report Name	To Assist with the Following Strategy/Benchmark	Special Notes/Comments *(frequency, etc.)*
WorkinTexas.com -Choices Management Report	This report assists with strategies 1 thru 4	Required Monthly for the previous month, after data entry cutoff date. The report is used to identify Choices cases that were open in the previous month to conduct your review.
WorkinTexas.com - Choice Sanctions initiated Report	This report assists with strategies 1 thru 4	Required Monthly for the previous month, after data entry cutoff date. The report is used to identify Choices cases that were open in the previous month to conduct your review.
WorkinTexas.com - Choices Attendance Record Summary	This report assists with strategies 1 thru 4	Required Monthly for the previous month, after data entry cutoff date. The report is used to identify if each Choices case met the required participation hours in the previous month to conduct your review.
WorkinTexas.com - Choices Outreach Report	This report assists with strategies 1 thru 4	Required Monthly for the previous month, after data entry cutoff date. The report is used to identify Choices cases that were certified and mandatory during the previous month to ensure they met their participation requirements.

Board Name *Middle Rio Grande* CORRECTIVE ACTION PLAN CAP BCY 2025

STRATEGIES (Please use additional Strategy sheets, if necessary.)	
STRATEGY 1	**ACTION ITEMS 1**
The Contractor will conduct a comprehensive case review, including counselor notes, for Choices customers who: 1) received a "Good Cause" determination, 2) met participation requirements, or 3) received a sanction. This review will verify that case files and counselor notes accurately reflect the monthly status of each Choices case. The review's objective is to identify cases where participants neither met participation requirements, nor were granted Good Cause, nor received a sanction when appropriate.	**Monthly:** Contractor staff will conduct a monthly review of all active Choices cases from the previous month to ensure that participants met participation requirements, were appropriately granted Good Cause, or were correctly sanctioned when necessary.
STRATEGY 2	**ACTION ITEMS 2**
The Contractor will review all sanctions initiated each month to ensure they are entered within 7 days of noncompliance or the discovery of noncompliance.	**Monthly:** Contractor staff will conduct a full case review of sanctions entered each month to ensure sanctions were entered within 7 days of nonparticipation or discovery of nonparticipation.
STRATEGY 3	**ACTION ITEMS 3**
The Contractor will conduct a 100% review of the case manager's Choices caseload to ensure all necessary actions have been taken and that each customer's current participation status is accurately documented.	**Weekly:** Contractor staff will review each case manager's caseload to verify that case managers are actively monitoring each Choices customer's participation status to determine if a sanction is warranted.
STRATEGY 4	**ACTION ITEMS 4**
To accurately determine each Choices customer's participation status and identify those subject to a sanction, Choices Case Managers must have access to readily available Choices Participation Requirements. Specifically, Choices Case Managers need to be provided the TWC link (https://www.twc.texas.gov/agency/workforce-development-boards/guides) to the Choices Guide, which includes a crucial chart outlining Choices participation requirements (Weekly and Monthly hours). The Contractor must ensure the guide is thoroughly reviewed with all Choices staff, with a particular focus on the correct Choices sanction timeframes for cases of noncompliance.	The Contractor must ensure staff are provided link and guidance on the Choices requirements by December 19, 2025.
STRATEGY 5	**ACTION ITEMS 5**
All Board and Contractor staff involved in delivering services, overseeing, or reviewing the Choices program must complete Choices Noncompliance Training addressing the Middle Rio's Choices monitoring findings. Any staff scoring below 90% on the training assessment will require retraining.	By December 19, 2025, the Board must schedule all Choices staff (both Board and Contractor) to attend the required training. The Board must provide a sign-in sheet documenting attendance and a copy of the materials used for the training.
STRATEGY 6	**ACTION ITEMS 6**
Staff with an error rate greater than 10% on any review conducted using the Board's approved tools must receive supplemental training. This training needs to be designed to ensure they possess adequate knowledge and comprehension of the specific elements missed on the review tool.	Monthly: The Contractor must provide retraining to any staff member with an error rate exceeding 10% on the Choices Noncooperation review tool. Documentation of the retraining must include a sign-in sheet and the materials covered (e.g., PowerPoint presentation, handouts).

Board Name *Middle Rio Grande* **CORRECTIVE ACTION PLAN** **CAP** **BCY** 2025

IMPLEMENTATION AGREEMENT: **SUBMIT DATE** 12/11/25

Middle Rio Grande Development Council (Contractor) agrees to implement all strategies and actions in this Corrective Action Plan (CAP). The CAP will remain effective until the Board meets and achieves all strategies, including an error of 10% or less in the monthly review tools submitted to TWC for four consecutive months. Documentation must be submitted to TWC by the 21st of each month.

The Contractor must review and return a signed copy of the CAP by the close of business, as shown in the submit date above.

The CAP will be returned to the Contractor upon signature of the Executive Director of the Workforce Solutons Middle Rio Grande Board.

By signing this, the Contractor agrees to make every effort to ensure contractual goals are met and agrees to continue its collaboration with Workforce Solutions Middle Rio Grande Board staff to ensure success.

Michelle Garcia, Executive Director
Middle Rio Grande Development Council

Date

Ms. Rosie Avila-Lozano, Executive Director
Workforce Development Board, Middle Rio Grande

Date

Choices CAP 12.11.2025

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2025

Action Item

Workforce Programs Board Monitoring Report for SNAP

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the report for June and July 2025 SNAP Monitoring:

SNAP Performance Review Summary					
Date of Scope:	**June and July 2025**				
Attribute	**Total # of files reviewed**				**8**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial monthly eligibility in timely manner and uploaded in WIT	12.50%	7	1	0	8
Outreach done timely and letter contains all pertinent information.	0.00%	8	0	0	8
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial and reassessment documented in case notes	0.00%	7	0	1	7
Rights to Appeal and Orientation to compliant forms that are current and uploaded in WIT	14.29%	6	1	1	7
Was follow-up done while Good Caused? Was it documented on case notes	0.00%	0	0	8	0
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in case notes with documentation uploaded in WIT	0.00%	4	0	4	4
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Case notes are entered timely, detailed and updated reflecting 2 way communication	14.29%	6	1	1	7
Date of Non compliance is correct and documented in case notes	0.00%	3	0	5	3

Was 1822 documented correctly and indicating 1822 being sent timely	0.00%	6	0	2	6
Good cause or sanction determination correctly documented in case notes with all information	0.00%	3	0	5	3
Was 1817 documented correctly and reason for reconsideration documented in case notes	0.00%	0	0	8	0
Was reconsideration for Good Cause after penalty (1816) entered and documented in case notes correctly	0.00%	1	0	7	1
Did application remain open while Good Caused (Reconsideration)	0.00%	0	0	8	0
Was application closed correctly	16.67%	5	1	2	6
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately entered correctly in WIT	0.00%	3	0	5	3
Initiation of penalty done timely	0.00%	3	0	5	3
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan is complete with signature, allowable activity, correct/detailed required hrs of participation and when doc is due	0.00%	7	0	1	7
ABAWD enrolled in 4 weeks of Job Search	0.00%	7	0	1	7
Notification	Error Rate	Yes	No	N/A	Total Y+N
Work Requirement Verification For H1822 submitted timely or at all? (ABAWDS Only)	0.00%	6	0	2	6
Form H1817-Reconsideration Request recorded in WIT Good Cause ribbon	0.00%	0	0	8	0
Form H1816 Non Compliance due to Good Cause uploaded to WIT and recorded in WIT ribbon	0.00%	1	0	7	1
Participation	Error Rate	Yes	No	N/A	Total Y+N
Provisions of SNAP Activities being followed?	0.00%	4	0	4	4
SNAP Activities are supported with acceptable documentation	0.00%	4	0	4	4
Participation hours in WIT are supported and documented in case file	0.00%	4	0	4	4

Findings

Eligibility - No June TIERS eligibility uploaded in WIT

B-403: SNAP eligibility verification and documentation-Boards must ensure that Workforce Solutions Office staff verifies SNAP eligibility monthly for all SNAP recipients who: participate in SNAP E&T services; and request and receive job retention services, support services, or both.

Assessment - Orientation to complaint form is not uploaded in WIT

A-105: Discrimination complaints-Boards must ensure that Board staff or Workforce Solutions Office staff advises SNAP recipients who express an interest in filing a discrimination complaint of their rights to file a complaint and of the compliant procedures.

WIT Data Entry - Case was closed incorrectly

B-113: Noncooperation with SNAP E&T Requirements-Boards must ensure that: if the SNAP E&T participant is found to be noncompliant and is not fully participating or has not claimed good cause, Workforce solutions Office staff immediately closes the SNAP E&T application in WorkInTexas.com

More detailed case note for "SNAP Deleted Case closure note"

B-306.c: Monitoring Participation-Documentation in WorkInTexas.com-Boards must ensure that the combination of services and detailed narrative information entered into WorkInTexas.com reflects a comprehensive picture of workforce Solutions Office staff interactions with participants.

Corrective Action:

Eligibility, Assessment and WIT Data Entry are repetitive findings: The Board staff will present to the Board of Directors a recommendation that the contractor be put on a probationary period, with conditions to be set by the Board of Directors. Eligibility and Assessment are fourth time findings and WIT Data Entry is a fifth time finding.

Board Recommendation

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. Eligibility, Assessment and WIT Data Entry, are areas that are in most need of re-training for staff.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2024

Action Item

Workforce Programs Board Monitoring Reports for Choices

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the report for June & July 2025 Choices Monitoring:

Choices Performance Review Summary					
Date of Scope:	**June and July 2025**				
Attribute	**Total # of files reviewed**				**8**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial/monthly eligibility and is uploaded in WIT	14.29%	6	1	1	7
Outreach done timely and letter contains all pertinent information	0.00%	4	0	4	4
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial assessment and/or reassessment documented in counselor notes including TABE uploaded in WIT	0.00%	7	0	1	7
Rights to appeal and Orientation to complaint forms that are current and up to date uploaded in WIT	0.00%	5	0	3	5
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in cnotes and reconciled correctly with documentation entered/uploaded in WIT	0.00%	3	0	5	3
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Case notes are detailed and updated and reflect 2 way communication - including documentation for all transmittals (1817, 1816, 2588)	0.00%	8	0	0	8
Is preferred method of contact documented in WIT	0.00%	6	0	2	6

Date of Non compliance is correct and documented in cnotes	50.00%	1	1	6	2
Good cause or sanction documented in cnotes with all information	0.00%	2	0	6	2
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately per instructions	0.00%	2	0	6	2
Timely and Reasonable Attempt process followed by contractor	0.00%	3	0	5	3
Penalty initiated timely or at all (before 7th day)	0.00%	2	0	6	2
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan consistent with Work 1st approach and has correct and detailed required hours of participation	12.50%	7	1	0	8
Family Work Requirement is signed and completed with how the required hours of participation will be distributed	0.00%	2	0	6	2
Notification	Error Rate	Yes	No	N/A	Total Y+N
Provide HHSC employment information (2583) timely and uploaded in WIT	0.00%	5	0	3	5
Participation	Error Rate	Yes	No	N/A	Total Y+N
Work Activities are supported with documentation in case file	40.00%	4	2	3	5
Participation hours in WIT are supported with documentation in case file	40.00%	3	2	3	5

Findings

Eligibility - No TIERS eligibility was uploaded for June 2025

A-301.d: Workforce Solutions office staff responsibilities-Boards must ensure that Workforce Solutions Office Staff: verifies monthly TANF eligibility through TIERS and WorkinTexas.com

WIT Data Entry - Incorrect date of non-compliance

B-803: Timely and Reasonable Attempt for failure to meet participation requirements-boards must ensure that Workforce Solutions staff documents the following: the date of identification of noncompliance

Employment Plan - IEP does not have participation hours

B-307.b: Required Information-boards must develop their own FEPs. However, boards must ensure that FEPs include the following: the FEP date, required hours and activity begin and end dates

Participation - Time and Attendance not uploaded into WIT

B-503.c: Tracking employment participation hours-If a Choices participant is employed, boards must ensure that Workforce Solutions Office staff report the actual hours the participant works each day

Job search log is not uploaded in WIT

B-601: Documentation & verification of participation activities-participation activity has specific documentation and verification requirements. Boards must ensure that Workforce Solutions Staff members document and verify all participation activities in accordance with this guide and enter the documentation and verification into the workInTexas.com attendance tracker

Incorrect hours June Attendance tab in WIT

B-601: Documentation and verification of participation activities-Each participation activity has specific documentation and verification requirements. Boards must ensure that Workforce Solutions Staff members document and verify all participation activities in accordance with this guide and enter the documentation and verification into the workInTexas.com attendance tracker

Corrective Action:

Repeat findings from previous monitoring for Employment Plan-The Board will have a one-on-one training with the Contractor's Quality Assurance team to determine weaknesses in quality reviews.

Eligibility, WIT Data Entry and Participation are **repetitive** findings: The Board staff will present to the Board of Directors a recommendation that the Contractor be put on a probationary period, with conditions to be set by the Board of Directors. Eligibility and Participation are a fourth time finding and WIT Data Entry is a fifth time finding.

Board Recommendation:

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. Eligibility, WIT Data Entry, Employment Plan and Participation are areas that are in most need of re-training for staff.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

Action Item

October 9, 2025

Workforce Programs Board WIOA Monitoring Reports

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the WIOA June and July 2025 Monitoring report:

WIOA Performance Review Summary					
Date of Scope:	**June and July 2025**				
Attribute	**Total # of files reviewed**				**13**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Client Eligible for WIOA (tested as a single element with income, barriers, lay off notice, etc.)	0.00%	13	0	0	13
Verification of Age, Residency, Social Security number uploaded in WIT	0.00%	13	0	0	13
Authorization to work in US uploaded in WIT	0.00%	13	0	0	13
Selective Services (male born after 1/1/60) and uploaded in WIT	0.00%	5	0	8	5
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Assessment/reassessment documented in case notes including TABE, WIT, 205 Employability Development Plan and 203 Comprehensive Objective Assessment is done or for youths 412 Comprehensive Objective Assessment and 413 Individual Service Strategies.	0.00%	13	0	0	13
Notification of Equal Opportunity and Rights to Appeal signed and dated uploaded in WIT. Does EO form have the EO officer's identity and accurate information?	0.00%	13	0	0	13
Support Services	Error Rate	Yes	No	N/A	Total Y+N

Support Services requested/updated documented & reconciled correctly and entered in WIT, transportation, child care, post employment services, incentives, etc.	0.00%	0	0	13	0
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Cnotes are detailed and updated and reflect 2 way communication and are entered within 7 days	8.33%	11	1	1	12
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan is signed and up to date with activities/services that client is enrolled in	7.69%	12	1	0	13
Financial	Error Rate	Yes	No	N/A	Total Y+N
ITA added in Activity tab, PO and LON information both uploaded in WIT	0.00%	4	0	9	4
Internship or Employment Experience Agreement and WorkStation form uploaded in WIT	11.11%	8	1	4	9
Participation	Error Rate	Yes	No	N/A	Total Y+N
Time and attendance sheet completed correctly and uploaded in WIT/Date of Participation entered in WIT	24.39%	8	2	3	10
Performance outcome is documented in WIT correctly with proper back up documentation	0.00%	0	0	13	0
Employment outcome is documented in WIT correctly with proper back up documentation uploaded in WIT	0.00%	0	0	13	0

Findings

Data Entry

Case note entered beyond the 7 days

WD 2-23 Letter change 2-Boards must ensure that Workforce Solutions Office staff manually enters the Individualized employment Plan (IEP/EDP) activity code in WorkInTexas.com for each update to a program's goals or objectives, or when adding a new program to an existing EP.

Employment Plan

All services were not listed on the IEP

Individualized Career Services-An assessment is the first service to be provided as the information that is collected through the process is used to develop an individual employment plan (IEP), which describes employment goals, appropriate achievement objectives, and the combination of services in which the individual must complete to achieve such goals.

Financial

Workstation is not uploaded in WIT

Internships and Work Experiences-Internships and work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate.

Participation

Timesheets are not uploaded into WIT

Internships and Work Experiences-Internships and work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate.

Corrective Action:

Financial and Participation are **repetitive** findings from previous monitoring: The Board staff will present to the Board of Directors a recommendation that the contractor be put on a probationary period, with conditions to be set by the Board of Directors. Participation is a third time finding and Financial is a fourth time finding.

Board Recommendation:

Documentation needs to be provided to the Board 10 days after Board meeting. The Contractor will need to notify the Board on training that will be conducted to over areas of findings (Financial and Participation).

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2025

Action Item

Childcare Program Board Monitoring Reports for June and July 2025

PURPOSE

Provide an update on Childcare Program Monitoring and Oversight.

DISCUSSION

The following is the report for Childcare Monitoring for June and July 2025:

Child Care Performance Review Summary					
Scope of Review	**June and July 2025**				
Attribute	**Total # of files reviewed**				**10**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Documentation to determine residency	0.00%	1	0	9	1
Documentation to determine age and citizenship	0.00%	1	0	9	1
Client meets participation criteria (25/50) work or education	0.00%	1	0	9	1
Full, Parted, Blended care authorized on Schedule and TX Notice based on work/training status	0.00%	1	0	9	1
Proper documentation for all income sources verified calculated, recorded correctly and uploaded into KT	0.00%	1	0	9	1
Information for placement/renewal date is entered into system within the 5 days. If not reason is documented on cnotes	0.00%	1	0	9	1
Household composition documented correctly in KT	0.00%	1	0	9	1
Was the DFPS authorization for child care entered within the 3 days into KT	0.00%	9	0	1	9
Was the DFPS eligibility start date correct? End date?	0.00%	9	0	1	9

Was the information from the DFPS form 2054 date stamped and entered accurately into KT?	0.00%	9	0	1	9
Homeless: documentation to establish homelessness (residency information form)	0.00%	0	0	10	0
Referral/Parent Fee	Error Rate	Yes	No	N/A	Total Y+N
Was weekly parent fee assessed is correct on KT	0.00%	1	0	9	1
Subsidy Amount recorded equals amount authorized	0.00%	1	0	9	1
File Maintenance	Error Rate	Yes	No	N/A	Total Y+N
Was a Texas notice generated in KT	0.00%	10	0	0	10
Pre/Re-application in file with million $ question completed	100.00%	0	1	9	1
Parents Right to Appeal	0.00%	0	0	10	0
Orientation to Complaint form	0.00%	1	0	9	1
Family notes entered in KT timely and with pertinent information (income, bonus, etc)	33.33%	6	3	1	9
Notification	Error Rate	Yes	No	N/A	Total Y+N
Notice of Action was sent to the client timely and with the correct information	0.00%	10	0	0	10
Notification of re-determination sent timely with 2052/1071	0.00%	0	0	10	0

Findings

File Maintenance

Million-dollar question was not answered in the application

D-102: Child Care Eligibility Determination and verification-Boards must be aware that self-attestation, including through completion of the parent application in the child care case management system, is acceptable only for confirming that the value of a family's assets does not exceed $1 million and to verify the following: Initial eligibility for families experiencing homelessness; Initial eligibility for child care during job search as described in D-108

Case note did not fully explain the delay with CPS child's services

Date on case note states a different date than when actual 2054 was sent

D-704: authorizations of care for children in protective services-Enters information in the child care case management system explaining any delays that prevent local staff from meeting the three-business days deadline for authorization as follows

No case note if case manager spoke with parent if Former care was offered

D-706: Eligibility redetermination for children in Texas Department of Family and Protective Services-initiated care-if a child is not attending child care, the Board must ensure that staff performs due diligence to contact the current caregiver and offer continuing services or determine if there is a voluntary withdrawal from CCS.

Corrective Action:

Repeat findings from previous monitoring for File Maintenance-The Board will have a one-on-one training with Contractor's Quality Assurance team to determine the weaknesses in quality reviews.

Board Recommendation:

Documentation needs to be provided to the Board 10 days after the Board meeting. The Contractor will need to notify the Board on training that will be conducted to over areas of findings for File Maintenance.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2025

Action Item

Workforce Programs Board Monitoring Report for RESEA

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the report for June and July 2025 RESEA Monitoring:

RESEA Performance Review Summary					
Date of Scope:	**June and July 2025**				
Attribute	**Total # of files reviewed**				**12**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Did the Claimant receive an invitation letter from the Workforce with the RESEA Babel notice	0.00%	12	0	0	12
Was the claimant scheduled for RESEA one-to-one appointment no sooner than seven (7) days to allow for mailing and not later than twenty-one (21) days from the date the scheduler ran after the claimant was added to the outreach pool?	8.33%	11	1	0	12
Were all three methods of communication for outreach appointment reminder used and document in the case note?	8.33%	11	1	0	12
Did the claimant receive the following required services on the same day during the Initial RESEA appointment	25.00%	9	3	0	12
Was the UI Eligibility Review Form completed, uploaded to the customer's profile?	0.00%	12	0	0	12
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Were the work search logs for the prior two weeks reviewed and uploaded to the customer's profile?	66.67%	4	8	0	12

Was the Client Labor Market Information (CLMI) form completed and uploaded to the customer's profile?	0.00%	12	0	0	12
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Were all RESEA services entered into WIT within seven (7) calendar days from the scheduled RESEA initial appt. date?	16.67%	10	2	0	12
EMPLOYMENT Plan					
Does the Individual Reemployment Plan contain all the goals outlined in the guide and complete?	0.00%	12	0	0	12
NOTIFCATION					
Has the WF-42 sent in a password or encrypted protected email?	100.00%	0	1	11	1

Findings

Eligibility

RVD service missing from Activities/Enrollments/Services tab

RESEA Guide confirmation completion of Reemployment Services video-service code RVD

No documentation regarding rescheduled appt.

WD 13-23 Boards must ensure that Workforce Solutions Office staff members document all appointment details and interactions with RESEA claimants in WorkInTexas.com case notes but not limited to-Rescheduled appointments

Service 311 missing from Activities/Enrollment/Services tab

RESEA Guide Reemployment Services Appointment over service-Service Code RSO 311

Registration status needed to show "No show"

RESEA Guide Failure to attend a scheduled RSEA Orientation-If a claimant fails to attend a scheduled RESEA orientation, Workforce Solutions Office staff must update the claimant's Registration status and select "No Show" within the seven days of the scheduled orientation date.

Assessment

Work search logs go beyond the two weeks

TA Bulletin- *reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities*

Work searches did not go with the week of work search dates on form

TA Bulletin- *reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities*

Type of job missing on work search log

TA Bulletin- *reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities*

No documentation if work search log was reviewed

TA Bulletin- *reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities*

Work search log filled out incorrectly

TA Bulletin- *reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities*

Data Entry

RVD & 311 services were not entered to Activities/enrollments within the 7 days

RESEA Guide confirmation completion of Reemployment Services video-service code RVD-service code RVD and Reemployment Services Appointment Over Service-Service Code RSO 311

Notification

WF-42 not sent due to gaining employment

WD letter 13-23-boards must be aware that if a claimant indicates that they have obtained employment before a scheduled RESEA appointment, Workforce Solutions Office staff members must submit WF-42's form to TWC that includes detailed information regarding the claimant's new employment, including the following: Employment start date-Name of the employer-Claimant's job title-hourly wage.

Corrective Action:

First time finding for Notification-Mandatory one-on-one training by the contractor with case manager. Documentation must be submitted to the Board with agenda, sign in and date of training.

Eligibility, Assessment and WIT Data Entry are **repetitive** findings: The Board staff will present to the Board of Directors a recommendation that the contractor be put on a probationary period, with conditions to be set by the Board of Directors. Eligibility, Assessment and WIT Data entry are fourth time findings.

Board Recommendation:

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. Eligibility, Assessment, WIT data entry and Notification are the areas that is in most need of re-training for staff.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

December 11, 2025

Action Item

Workforce Programs Board Monitoring Report for SNAP

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the report for August & September 2025 SNAP Monitoring:

SNAP Performance Review Summary					
Date of Scope:	**August & September 2025**				
Attribute	**Total # of files reviewed**				**13**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial monthly eligibility in timely manner and uploaded in WIT	0.00%	13	0	0	13
Outreach done timely and letter contains all pertinent information.	0.00%	13	0	0	13
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial and reassessment documented in case notes	0.00%	13	0	0	13
Rights to Appeal and Orientation to compliant forms that are current and uploaded in WIT	0.00%	13	0	0	13
Was follow-up done while Good Caused? Was it documented on case notes	0.00%	1	0	12	1
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in case notes with documentation uploaded in WIT	0.00%	5	0	8	5
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Case notes are entered timely, detailed and updated relecting 2 way communication	0.00%	13	0	0	13
Date of Non compliance is correct and documented in case notes	16.67%	5	1	7	6

Was 1822 documented correctly and indicating 1822 being sent timely	7.69%	12	1	0	13
Good cause or sanction determination correctly documented in case notes with all information	16.67%	5	1	7	6
Was 1817 documented correctly and reason for reconsideration documented in case notes	20.00%	4	1	8	5
Was reconsideration for Good Cause after penalty (1816) entered and documented in case notes correctly	0.00%	1	0	12	1
Did application remain open while Good Caused (Reconsideration)	0.00%	0	0	13	0
Was application closed correctly	30.00%	7	3	3	10
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately entered correctly in WIT	14.29%	6	1	6	7
Initiation of penalty done timely	0.00%	6	0	7	6
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan is complete with signature, allowable activity, correct/detailed required hrs of participation and when doc is due	7.69%	12	1	0	13
ABAWD enrolled in 4 weeks of Job Search	0.00%	13	0	0	13
Notification	Error Rate	Yes	No	N/A	Total Y+N
Work Requirement Verification For H1822 submitted timely or at all? (ABAWDS Only)	7.69%	12	1	0	13
Form H1817-Reconsideration Request recorded in WIT Good Cause ribbon	20.00%	4	1	8	5
Form H1816 Non Compliance due to Good Cause uploaded to WIT and recorded in WIT ribbon	0.00%	1	0	12	1
Participation	Error Rate	Yes	No	N/A	Total Y+N
Provisions of SNAP Activities being followed?	0.00%	13	0	0	13
SNAP Activities are supported with acceptable documentation	0.00%	7	0	6	7

Participation hours in WIT are supported and documented in case file	0.00%	7	0	6	7

Findings

WIT Data Entry

Case was closed incorrectly

B-113: Noncooperation with SNAP E&T Requirements-Boards must ensure that: if the SNAP E&T participant is found to be noncompliant and is not fully participating or has not claimed good cause, Workforce solutions Office staff immediately closes the SNAP E&T application in WorkInTexas.com

No documentation regarding workfare

A-103.e: Workforce Solutions Office staff Responsibilities – Develops workfare work sites for ABAWDs.

1822 was not documented if it was sent

A-103.e: Workforce Solutions Office Staff Responsibilities - Workforce Solutions Office staff: Informs HHSC of an ABAWD's participation in SNAP E&T activities within two weeks of initial participation.

Sanction should not have been initiated

B-113: Noncooperation with SNAP E&T Requirements-Boards must ensure that: if the SNAP E&T participant is found to be noncompliant and is not fully participating or has not claimed good cause, Workforce solutions Office staff immediately closes the SNAP E&T application in WorkInTexas.com

H1817 was not sent

A-205: Requests for Reconsideration – Boards must ensure that Workforce Solutions office staff: completes and sends HHSC For H1817 to HHSC requesting that the SNAP recipients' work registration status be reconsidered.

Case was closed incorrectly

B-113: Noncooperation with SNAP E&T Requirements-Boards must ensure that: if the SNAP E&T participant is found to be noncompliant and is not fully participating or has not claimed good cause, Workforce solutions Office staff immediately closes the SNAP E&T application in WorkInTexas.com

Noncompliance

Sanction should not have been initiated

B-113: Noncooperation with SNAP E&T Requirements-Boards must ensure that: if the SNAP E&T participant is found to be noncompliant and is not fully participating or has not claimed good cause, Workforce solutions Office staff immediately closes the SNAP E&T application in WorkInTexas.com

Notification

H1822 was not sent to HHSC

A-103.e: Workforce Solutions Office Staff Responsibilities - Workforce Solutions Office staff: Informs HHSC of an ABAWD's participation in SNAP E&T activities within two weeks of initial participation.

H1817 was not submitted to HHSC

A-205: Requests for Reconsideration – Boards must ensure that Workforce Solutions office staff: completes and sends HHSC For H1817 to HHSC requesting that the SNAP recipients' work registration status be reconsidered.

Corrective Action:

WIT Data Entry, Non-compliance and Notification are repetitive findings: The Board staff will present to the Board of Directors a recommendation that the contractor be put on a probationary period, with conditions to be set by the Board of Directors. WIT Data Entry is a sixth time finding and Non-compliance and Notification are fourth time findings.

Board Recommendation

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. WIT Data Entry, Non-compliance and Notification are areas that are in most need of re-training for staff.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

December 11, 2025

Action Item

Workforce Programs Board Monitoring Reports for Choices

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the report for August and September 2025 Choices Monitoring:

Choices Performance Review Summary					
Date of Scope:	**August and September 2025**				
Attribute	**Total # of files reviewed**				**21**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial/monthly eligibility and is uploaded in WIT	0.00%	18	0	3	18
Outreach done timely and letter contains all pertinent information	0.00%	18	0	3	18
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial assessment and/or reassessment documented in counselor notes including TABE uploaded in WIT	0.00%	19	0	2	19
Rights to appeal and Orientation to complaint forms that are current and up to date uploaded in WIT	0.00%	19	0	2	19
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in cnotes and reconciled correctly with documentation entered/uploaded in WIT	0.00%	1	0	20	1
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Case notes are detailed and updated and reflect 2 way communication - including documentation for all transmittals (1817, 1816, 2588)	0.00%	21	0	0	21
Is preferred method of contact documented in WIT	0.00%	19	0	2	19
Date of Non compliance is correct and documented in cnotes	40.00%	3	2	16	5

Good cause or sanction documented in cnotes with all information	0.00%	12	0	9	12
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately per instructions	0.00%	5	0	16	5
Timely and Reasonable Attempt process followed by contractor	0.00%	5	0	16	5
Penalty initiated timely or at all (before 7th day)	20.00%	4	1	16	5
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan consistent with Work 1st approach and has correct and detailed required hours of participation	0.00%	19	0	2	19
Family Work Requirement is signed and completed with how the required hours of participation will be distributed	0.00%	2	0	19	2
Notification	Error Rate	Yes	No	N/A	Total Y+N
Provide HHSC employment information (2583) timely	33.33%	8	4	9	12
Participation	Error Rate	Yes	No	N/A	Total Y+N
Work Activities are supported with documentation in case file	20.00%	4	1	16	5
Participation hours in WIT are supported with documentation in case file	0.00%	5	0	16	5

Findings

Data Entry

Date of non-compliance was incorrect

B-803: Timely and Reasonable Attempt for failure to meet participation requirements-boards must ensure that Workforce Solutions staff documents the following: the date of identification of noncompliance

Non-compliance

Date sanction was initiated was incorrect

B-803: Timely and Reasonable Attempt for failure to meet participation requirements-boards must ensure that Workforce Solutions staff documents the following: By the seventh calendar day from the date of noncompliance, the Choices participant is required to be either fully participating, been granted good cause, or a penalty has been initiated.

Notification

2583 was not sent to HHSC

B-202: Coordination with HHSC-Boards must establish a local coordinated interagency case management plan to provide consistent and streamlined choices services. This plan must require that Workforce Solutions Office staff has ongoing communication with HHSC. If there is a change in an individual's status while participating in the Choices program, Boards must ensure that Form H2583, Choices Information Transmittal, is used to notify the HHSC Texas Works Advisor of this status change. Changes in status include: the customer has a medical condition, with Form H1836A or Form H1836B

Participation

Door Dash receipts did not have participant's name

B-601: Documentation and verification of participation activities-Each participation activity has specific documentation and verification requirements. Boards must ensure that Workforce Solutions Staff members document and verify all participation activities in accordance with this guide and enter the documentation and verification into the workInTexas.com attendance tracker

Corrective Action:

Repeat findings from previous monitoring for Notification-The Board will have a one-on-one training with the Contractor's Quality Assurance team to determine weaknesses in quality reviews.

WIT Data Entry, Non-compliance and Participation are **repetitive** findings: The Board staff will present to the Board of Directors a recommendation that the Contractor be put on a probationary period, with conditions to be set by the Board of Directors. Non-Compliance is a fourth time finding, Participation is a fifth time finding and WIT Data Entry is a sixth time finding.

Board Recommendation:

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. WIT Data Entry, Non-compliance, Notification and Participation are areas that are in most need of re-training for staff.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

Action Item

December 11, 2025

Workforce Programs Board WIOA Monitoring Reports

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the WIOA August and September 2025 Monitoring report:

WIOA Performance Review Summary					
Date of Scope:	**August and September 2025**				
Attribute	**Total # of files reviewed**				**10**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Client Eligible for WIOA (tested as a single element with income, barriers, lay off notice, etc.)	0.00%	10	0	0	10
Verification of Age, Residency, Social Security number uploaded in WIT	0.00%	10	0	0	10
Authorization to work in US uploaded in WIT	0.00%	10	0	0	10
Selective Services (male born after 1/1/60) and uploaded in WIT	0.00%	8	0	2	8
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Assessment/reassessment documented in case notes including TABE, WIT, 205 Employability Development Plan and 203 Comprehensive Objective Assessment is done or for youths 412 Comprehensive Objective Assessment and 413 Individual Service Strategies.	0.00%	10	0	0	10
Notification of Equal Opportunity and Rights to Appeal signed and dated uploaded in WIT. Does EO form have the EO officer's identity and accurate information?	0.00%	10	0	0	10
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support Services requested/updated documented & reconciled correctly and entered	50.00%	1	1	8	2

in WIT, transportation, child care, post employment services, incentives, etc.					
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Cnotes are detailed and updated and reflect 2 way communication and are entered within 7 days	10.00%	9	1	0	10
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan is signed and up to date with activities/services that client is enrolled in	0.00%	10	0	0	10
Financial	Error Rate	Yes	No	N/A	Total Y+N
ITA added in Activity tab, PO and LON information both uploaded in WIT	12.50%	7	1	2	8
Internship or Employment Experience Agreement and WorkStation form uploaded in WIT	0.00%	1	0	9	1
Participation	Error Rate	Yes	No	N/A	Total Y+N
Time and attendance sheet completed correctly and uploaded in WIT/Date of Participation entered in WIT	0.00%	5	0	5	5
Performance outcome is documented in WIT correctly with proper back up documentation	0.00%	1	0	9	1
Employment outcome is documented in WIT correctly with proper back up documentation uploaded in WIT	0.00%	0	0	10	0

Findings

Data Entry

Case note entered beyond the 7 days

WD 2-23 Letter change 2-Boards must ensure that Workforce Solutions Office staff manually enter the Individualized employment Plan (IEP/EDP) activity code in WorkInTexas.com for each update to a program's goals or objectives, or when adding a new program to an existing EP.

Support Services

Documentation listed on cnotes are not uploaded.

WFB Policy All02 Change 3. MRGDC – Support Services procedure.

Financial

Client was enrolled in training to start on 8/18, but purchase order for ITA was done 9/19. This will result in a disallowed cost.

WFB Policy ALL05 Change 7, FISCAL006

Corrective Action:

First time finding for Support Service: Mandatory one-on-one raining by the Contractor with case manager. Documentation must be submitted to the board with agenda, sign-in, and date of training.

Financial is **repetitive** finding from previous monitoring: The Board staff will present to the Board of Directors a recommendation that the contractor be put on a probationary period, with conditions to be set by the Board of Directors.

Board Recommendation:

Documentation needs to be provided to the Board 10 days after Board meeting. The Contractor will need to notify the Board on training that will be conducted to over areas of findings (Support Services and Financial).

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

December 11, 2025

Action Item

Childcare Program Board Monitoring Reports

PURPOSE

Provide an update on Childcare Program Monitoring and Oversight.

DISCUSSION

The following is the report for Childcare Monitoring for August and September 2025:

Child Care Performance Review Summary					
Scope of Review	**August and September 2025**				
Attribute	**Total # of files reviewed**				**8**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Documentation to determine residency	0.00%	7	0	1	7
Documentation to determine age and citizenship	0.00%	7	0	1	7
Client meets participation criteria (25/50) work or education	0.00%	7	0	1	7
Full, Parted, Blended care authorized on Schedule and TX Notice based on work/training status	14.29%	6	1	1	7
Proper documentation for all income sources verified calculated, recorded correctly and uploaded into KT	42.86%	4	3	1	7
Information for placement/renewal date is entered into system within the 5 days. If not reason is documented on cnotes	14.29%	6	0	1	6
Household composition documented correctly in KT	0.00%	7	0	1	7
Was the DFPS authorization for child care entered within the 3 days into KT	0.00%	1	0	7	1
Was the DFPS eligibility start date correct? End date?	0.00%	1	0	7	1

Was the information from the DFPS form 2054 date stamped and entered accurately into KT?	0.00%	0	0	8	0
Homeless: documentation to establish homelessness (residency information form)	0.00%	0	0	8	0
Referral/Parent Fee	Error Rate	Yes	No	N/A	Total Y+N
Was weekly parent fee assessed is correct on KT	14.29%	6	1	1	7
Subsidy Amount recorded equals amount authorized	14.29%	6	1	1	7
File Maintenance	Error Rate	Yes	No	N/A	Total Y+N
Was a Texas notice generated in KT	0.00%	8	0	0	8
Pre/Re-application in file with million $ question completed	28.57%	5	2	1	7
Parents Right to Appeal	100.00%	0	1	7	1
Orientation to Complain form	14.29%	6	1	1	7
Family notes entered in KT timely and with pertinent information (income, bonus, etc)	75.00%	2	6	0	8
Notification	Error Rate	Yes	No	N/A	Total Y+N
Notice of Action was sent to the client timely and with the correct information	0.00%	8	0	0	8
Notification of re-determination sent timely with 2052/1071	33.33%	2	1	5	3

FINDINGS

Eligibility

Children's schedules did not match, no explanation on family notes

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

Bi-weekly pay was calculated incorrectly

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

Information to recertify was not turned in timely

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

Bonus pay calculated incorrectly

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

Bi-weekly pay was calculated incorrectly

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

Parent Fee

PSOC incorrect

B-601: Requirements for Determining the Parent share of cost-Boards must be aware that the PSoC is: established by the commission using a sliding fee scale based on the family's size and gross monthly income

Wrong amount being taken out from provider

B-601: Requirements for Determining the Parent share of cost-Boards must be aware that the PSoC is: established by the commission using a sliding fee scale based on the family's size and gross monthly income

File Maintenance

Children's schedules did not match, no explanation on family notes

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

The Parents Rights and Responsibilities were not uploaded into KT

40 TAC Chapter 809 TWC Child Care Services Rules 809.71 - A Board shall ensure that the Board's childcare contractor informs the parent in writing that the parent has the right to:

(1) choose the type of childcare provider that best suits their needs and to be informed of all childcare options available to them as included in the consumer education information described in §809.15 of this chapter;

(2) visit available childcare providers before making their choice of a child care option;

(3) receive assistance in choosing initial or additional child care referrals including information about the Board's policies regarding transferring children from one provider to another, which shall include a waiting period of two weeks before the effective date of a transfer, except in cases in which the provider is subject to a CCR action, as described in §809.94 of this chapter; when the transfer is authorized by CPS for a child in protective services; or on a case-by-case basis determined by the Board;

(4) be informed of the Commission rules and Board policies related to providers charging parents amounts above the assessed parent share of cost as described in §809.92 of this chapter;

(5) be represented when applying for childcare services;

(6) be notified of their eligibility to receive childcare services within 20 calendar days from the day the Board's childcare contractor receives all necessary documentation required to initially determine eligibility for child care;

(7) receive childcare services regardless of race, color, national origin, age, sex, disability, political beliefs, or religion;

(8) have the Board and the Board's childcare contractor treat information used to determine eligibility for childcare services as confidential;

(9) receive written notification at least 15 calendar days before termination of childcare services;

(10) reject an offer of childcare services or voluntarily withdraw their child from childcare, unless the child is in protective services;

(11) be informed of the possible consequences of rejecting or ending the childcare that is offered;

(12) be informed of the eligibility documentation and reporting requirements described in §809.72 and §809.73 of this chapter;

(13) be informed of the parent appeal rights described in §809.74 of this chapter;

(14) be informed of required background and criminal history checks for relative childcare providers through the listing process with CCR as described in §809.91 of this chapter before the parent or guardian selects the relative childcare provider;

(15) receive written notification pursuant to §809.78 of this chapter of the possible termination of child care services for excessive absences, as described in §809.78 of this chapter; and

(16) receive written notification of possible termination of childcare services for failure to pay the parent share of cost, pursuant to §809.19 of this chapter.

No documentation why information was accepted late

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

No family note regarding 2nd age of EV

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

No family note explaining why information was accepted late

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

Family note has incorrect income

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

Million-dollar question was answered yes

D-102: Child Care Eligibility Determination and verification-Boards must be aware that self-attestation, including through completion of the parent application in the child care case management system, is acceptable only for confirming that the value of a family's assets does not exceed $1 million and to verify the following: Initial eligibility for families experiencing homelessness; Initial eligibility for childcare during job search as described in D-108

Million-dollar question was not answered in the application

D-102: Child Care Eligibility Determination and verification-Boards must be aware that self-attestation, including through completion of the parent application in the child care case management system, is acceptable only for confirming that the value of a family's assets does not exceed $1 million and to verify the following: Initial eligibility for families experiencing

homelessness; Initial eligibility for childcare during job search as described in D-108

No family note on why stipend was calculated the way it was

B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery

Orientation to complaint form uploaded is from 2023 with incorrect EO officer

E-101: About Parents Rights-Boards must ensure that Board childcare contractors inform parents in writing that parent have the right to the following: Filing a written complaint of alleged discriminatory acts within 180 calendar days from the date of the alleged discriminatory act, pursuant to 823.10(b)

Notification

Notice of Action for 14 days to appeal was not sent

D-1004.a: Notification of ineligibility for childcare services-boards must ensure that when a customer is found ineligible, the parent is provided with a written notification of the determination generated from the childcare management system. The notification of ineligibility must contain, at the minimum: appeal rights and procedures.

Corrective Action:

Repeat findings from previous monitoring for Referral/PSOC and Notification- The Board will have a one-on-one training with Contractor's Quality Assurance team to determine the weaknesses in quality reviews.

Eligibility and File Maintenance are repetitive findings: The board staff will present to the board of Directors a recommendation that the contractor be put on a probationary period, with conditions to be set by the Board of Directors.

Board Recommendation:

Documentation needs to be provided to the Board 10 days after the Board meeting. The Contractor will need to notify the Board on training that will be conducted to over areas of findings for Eligibility, Referral/PSOC, File Maintenance and Notification.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

December 11, 2025

Action Item

Workforce Programs Board Monitoring Report for RESEA

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the report for August and September 2025 RESEA Monitoring:

RESEA Performance Review Summary					
Date of Scope:	**August and September 2025**				
Attribute	**Total # of files reviewed**				**18**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Did the Claimant receive an invitation letter from the Workforce with the RESEA Babel notice	0.00%	18	0	0	18
Was the claimant scheduled for RESEA one-to-one appointment no sooner than seven (7) days to allow for mailing and not later than twenty-one (21) days from the date the scheduler ran after the claimant was added to th outreach pool?	0.00%	18	0	0	18
Were all three methods of communication for outreach appointment reminder used and document in the case note?	0.00%	18	0	0	18
Did the claimant receive the following required services on the same day during the Initial RESEA appointment	0.00%	18	0	0	18
Was the UI Eligibility Review Form completed, uploaded to the customer's profile?	0.00%	18	0	0	18
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Were the work search logs for the prior two weeks reviewed and uploaded to the customer's profile?	27.78%	13	5	0	18
Was the Client Labor Market Information (CLMI) form completed and uploaded to the customer's profile?	0.00%	18	0	0	18

WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Were all RESEA services entered into WIT within seven (7) calendar days from the scheduled RESEA initial appt. date?	0.00%	18	0	0	18
EMPLOYMENT Plan					
Does the Individual Reemployment Plan contain all the goals outlined in the guide and complete?	5.56%	17	1	0	18
NOTIFCATION					
Has the WF-42 sent in a password or encrypted protected email?	100.00%	0	2	16	2

Findings

Assessment

No documentation if work search log was reviewed

TA Bulletin- *reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities*

Employment Plan

Plan states that case manager would make weekly contacts via phone and email. No documentation to support it was done

RESEA Guide: An IEP constitutes a complete plan of action for claimants to determine the next step in finding employment or training.

Notification

No documentation on how WF-42 was sent and if sent encrypted or password protected

RESEA Guide: To report a potential unemployment benefit eligibility issue using the WF-42 form, Workforce Solutions Office staff password-protects the form and submits the completed form via email to the local WFUI Coordinator. The local WFUI Coordinator sends the password-protected WF-42 form to the state WFUI coordinator for investigation at wfui.coordinator@twc.texas.gov.

Corrective Action:

Repeat findings from previous monitoring for Notification-the Board will have a one-on-one training with the Contractor's Quality Assurance team to determine the weaknesses in quality reviews.

Assessment is a **repetitive** finding: The Board staff will present to the Board of Directors a recommendation that the contractor be put on a probationary period, with conditions to be set by the Board of Directors. Assessment is a fifth time finding.

Board Recommendation:

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. Assessment and Notification are the areas that is in most need of re-training for staff.

WORKFORCE SOLUTIONS
MIDDLE RIO GRANDE

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POLICY LETTER

ID NO: ALL12 Chg 6 **DATE ISSUED:** October 9, 2025

TO: Workforce Solutions Middle Rio Grande Contractors

FROM: Rosie Lozano, Executive Director

SUBJECT: Access and Data Security for Workforce Applications

PURPOSE:
The purpose of this policy is to provide Workforce Solutions One Stop Contractor with policy regarding computer-based automation security and providing other agencies and community partners with access and connectivity to Workforce Case Management System (WFCMS) and RACF that contain personally identifiable information.

REFERENCES:

WD Letter 11-16

POLICY:
Boards must ensure that the contractors protect customers' PPI. TWC's Information Security strategy is to comply with National Institute of Standards and Technology (NIST) requirements from moderate systems and, as applicable, cybersecurity and information security industry best practices.

The Contractor must comply with assuring that all PII information is kept confidential and secure. That all PII is collected, used and stored in a manner that will not be accessible to unauthorized personnel.

The Board will:

- Determine, assign, and secure WFCMS computer access codes for board Staff, Workforce Solutions Office Staff, workforce service provider staff, and staff from other agencies or community partner to perform assigned job duties, including changing or resetting users' local passwords and administering Resource Access Control Facility (RACF) security adds, changes, and deletes for users

- Ensure that users are aware of and comply with TWC's data security requirements; and understand that under no circumstances are usernames, identification codes, passwords, or any other access security codes to be used by anyone other than the user to whom they are assigned and are not to be disclosed to anyone
- Ensure that users understand they are responsible for any actions completed in WFCMS under the use of their access security codes
- Require all users with access to WFCMS complete and annually sign the TWC Information Resources Usage Agreement, Form P-41, available on TWC's Information Technology SharePoint
- Maintain a signed copy of the most recent form P-41 for each user per the form P-41 instructions, available on TWC's Intranet
- Maintain a signed copy of the most recent System Access Report for Other Agencies and Community Partners, Form P-48

Additionally, Boards must be aware that this reporting requirement does not apply to the access provided to Board staff, Workforce solutions Office staff, workforce service provider staff, or Texas Veterans commission (TVC) staff, Boards must also be aware that form P-41 applies to all TWC staff, Board staff, Workforce Solutions staff, workforce service provider staff, Texas Veterans Commission (TVC) staff, and staff from all other entities with access to WFCMS.

When providing access to WFCMS, Boards must use a strict "need to know" standard for other agencies and community partners with a valid need, as determined by the Board and in accordance with the Texas Workforce Commission Information Security Standards and Guidelines. In WFCMS, other agencies' and community partners' access to customer information is limited to "read only" or "edit" as required to perform assigned duties previously agreed upon by the Board.

Boards must ensure that information obtained from WFCMS or RACF (i.e., participant information) is not republished or redistributed.

Boards must be aware that access to WFCMS Web Reports is:
- Authorized only for Board staff, Workforce Solutions Office staff, workforce service provider staff, and TVC staff; and
- Not authorized for any other partners.

Boards must monitor and evaluate access to WFCMS and terminate or adjust other agencies' or community partners' access if their need is no longer valid.

Granting Access:

1. WFCMS access form must be completed with a copy of the Job Description.

2. Must submit a completed P-41 AND a Cyber Security Awareness training and submit the certification for each employee.

Termination of Access:

1. The Contractor will designate a point of contact that will provide information about the termination of staff to the WFCMS Administrator.
2. The Contractor will be responsible for notifying the WFCMS Administrator no later than 4:00p.m. on the last suffer day for all employees.
3. Contractor will send an email to the WFCMS Administrator with the last day employee will be at the center AND the official termination date immediately upon notification. Must also provide a reason for termination of rights. This must be done via email for audit trail.
4. Contractor will send an email to the WFCMS Administrator if an employee has a change in job title and /or job description by close of business on the date recorded on the Personnel Action Form (PAF).
5. The board will have 24 hours to inactivate WFCMS rights from date of termination.

Boards must consider their level of oversight and the partners' supervisory authority over staff when determining whether access is required and what training must be provided.

Boards must ensure that partner staff receives applicable training prior to granting editing access to WFCMS.

EFFECTIVE DATE:
October 1, 2025

RECISSIONS:
ALL12 Chg5

INQUIRIES:

If you have questions regarding this policy, contact rosalind.lozano@wfsmrg.org

WORKFORCE SOLUTIONS
MIDDLE RIO GRANDE

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POLICY LETTER

ID NO:ALL21 **DATE ISSUED: December 11, 2025**

TO: Workforce Solutions Middle Rio Grande Contractors

FROM: Rosie Lozano, Executive Director

SUBJECT: Unemployment Insurance Weekly Work Search

PURPOSE: Boards must establish the minimum number of weekly work search contacts required of unemployment insurance claimants for each county.

POLICY:
To retain their Unemployment Benefits, claimants must actively look for work. The workforce contractor offers them employment planning, job readiness, re-training, and a job club which includes financial literacy. The number of job search requirements are as follows:

County	LWDA	Number of Work Searches
Val Verde	MRG	3
Uvalde	MRG	3
Maverick	MRG	3
Dimmit	MRG	2
Zavala	MRG	2
La Salle	MRG	2
Kinney	MRG	1
Edwards	MRG	1
Real	MRG	1

RECISSIONS: None

INQUIRIES: If you have questions about this policy contact rosalind.lozano@wfsmrg.org

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

December 11, 2025

Information Item

Workforce Programs Report

PURPOSE

Provide the Board with an update of the Workforce Programs

DISCUSSION

1. The Monthly Performance Report (MPR) provides performance data which allows Boards to monitor performance targets for the contracted Program Year. The 2025 Year End (Sept – Aug 2025) report indicates our score at 77.78%. Of the 18 measures we are failing 4: Employed/Enrolled Q4 Post Exit Youth, Measurable Skills Gains – Youth, Claimant Reemployment within 10 weeks and Employers Receiving Texas Talent Assistance. For the September 2025 MPR of the 18 measures we are failing 5: Employed/Enrolled Q2 Post Exit Youth, Measurable Skills Gains – Youth, Credential Rate – Youth, Claimant Reemployment within 10 weeks and Employers Receiving Texas Talent Assistance.

2. Workforce WIOA Participatory report for October 2025:

	Service month	Count
Middle Rio Grande	10/1/2025	94

3. Audit Resolution has closed the TWC Monitoring Report #24.27.0001 for the SNAP Work Activities, SNAP Noncooperation and Choices Noncooperation. The Board has been placed on two Corrective Action Plans with TWC. One for the Choices program and the other for the SNAP program. The Board will be issuing Corrective Action Plans with the Contractor for each program. The Board will be working closely with the Contractor to ensure that the CAP is being followed, and these errors are not occurring.

4. Below are you will see the RESEA Quarterly Performance for BCY2025

Middle Rio Grande Quarterly Performance BCY 2025					
QUARTER4 (July– September) BCY 2025					
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate (BC Target: 77%)
Middle Rio Grande	248	Uvalde	23	19	83%
Middle Rio Grande	249	Eagle Pass	74	60	81%
Middle Rio Grande	252	Carrizo Springs	4	1	25%
Middle Rio Grande	259	Cotulla	3	3	100%
Middle Rio Grande	275	Crystal City	16	9	56%
Middle Rio Grande	276	Del Rio	29	21	72%
Middle Rio Grande	**SubTotal**	**Subtotal**	**149**	**113**	**76%**

ACTION: No action required.

VOSGreeter® - by Office

Report Date: 11/03/2025
Region/LWDB: Middle Rio Grande WF Board
Start Date: 10/01/2025
End Date: 10/31/2025
Report Run Time: 11/03/2025 9:43:43 AM

Office	Individuals	Veterans	Left Office without receiving service	Customers seen by staff
248 WF Sol MRG Uvalde	1,431	6	0	511
249 WF Sol MRG Eagle Pass	2,412	13	2	606
252 WF Sol MRG Carrizo Springs	828	7	0	230
259 WF Sol MRG Cotulla	193	0	2	35
275 WF Sol MRG Crystal City	528	2	1	178
276 WF Sol MRG Del Rio	1,460	29	1	469
Total Check-Ins:	6,852			
Total Unique Check-Ins:	2586			

Student HireAbility Navigator Board Report

OCTOBER/NOVEMBER 2025

EVENTS	STUDENTS	ADULTS	COUNTY
Uvalde National Disability Employment Awareness Month (NDEAM) Proclamation Ceremony Planning		4	Uvalde
Eagle Pass ISD Disciplinary Alternative Education Program Presentation	30	10	Maverick
Uvalde Classical Academy LMCI Presentation Coordination		2	Uvalde
Texas HireAbility Forum Lex Friedman Employment Awards		105	Uvalde, Maverick, Val Verde, Dimmit, La Salle, Zavala, Kinney, Real, Edwards
Uvalde NDEAM Planning Meeting		4	Uvalde
Team Real Leakey Resource Fair		28	Real
Education Service Center Region 20 Migrant Presentation and Resource Fair	20	20	Uvalde
National Disability Employment Awareness Month Proclamation Ceremony Planning for Middle Rio Grande Area	5	5	Uvalde, Val Verde, Dimmit, La Salle, Zavala, Kinney, Real, Edwards
Uvalde National Night Out	150	150	Uvalde
Utopia Career Fair Representation Coordination	180	50	Uvalde
Uvalde National Disability Employment Awareness Month (NDEAM) Proclamation Ceremony	72	72	Uvalde
Cotulla Middle School Career Fair Representation Coordination	270	60	La Salle
Uvalde High School Career Fair	511	77	Uvalde
NDEAM Proclamation Ceremony Planning Meeting		5	Uvalde, Val Verde, Dimmit, La Salle, Zavala, Kinney, Real, Edwards
Eagle Pass High School College Fair	200	75	Maverick
Cotulla High School CCMR Day	355	73	La Salle
Carrizo Springs ISD Career Fair Representation Coordination	400	75	Dimmit
Uvalde Housing Authority Presentation		14	Uvalde
Eagle Pass NDEAM Del Rio Proclamation Celebration		53	Maverick
Veterans Community Fair Representation Coordination		115	Zavala
Crystal City ISD Special Education/504 Parent Presentation		4	Zavala
Eagle Pass NDEAM Proclamation Ceremony Planning Meeting/Run Through		3	Maverick
Crystal City Coalition Meeting		5	Zavala
Eagle Pass NDEAM Proclamation Ceremony		40	Maverick
Leakey Career Fair Representation Coordination	290	60	Real
Zavala County Town Meeting Presentation/Booth		75	Zavala
Comstock ISD CCMR Day Partnership/Booth	144	70	Val Verde
Uvalde High School ACE Program Labor Market Information/Career Exploration Presentation	52	6	Uvalde
Nueces Canyon CISD Labor Market Information/Career Exploration Presentation	75	11	Real
Team Real Advisory Committee Meeting		12	Real
Rocksprings ISD College, Career, & Military Expo	100	25	Edwards
Uvalde Classical Academy Labor Market Information Presentation Coordination	16	3	Uvalde
Texas Workforce Commission Student HireAbility Navigator Monthly Meeting		23	Uvalde, Val Verde, Dimmit, La Salle, Zavala, Kinney, Real, Edwards
Texas Association of Workforce Boards Civil Rights Training (3 Days)		29	Uvalde, Val Verde, Dimmit, La Salle, Zavala, Kinney, Real, Edwards

Team Uvalde		53	Uvalde
Val Verde Community Resource Coordination Group Meeting		10	Val Verde
Southwest Texas College Patient Care Technician Advisory Committee Meeting		40	Uvalde, Val Verde, Dimmit, La Salle, Zavala, Kinney, Real, Edwards
Uvalde CISD-Uvalde High School College and Career Readiness Panel	25	25	Uvalde
Uvalde/Real Community Resource Coordination Group Meeting		14	Uvalde, Real
Sabinal ISD Career Fair Partnership/Booth	240	62	Uvalde
Rocksprings ISD Special Education/504 Parent Presentation		6	Edwards
CC Winn College Career Advisor Meeting		3	Maverick
La Pryor ISD/San Antonio Independent		4	Zavala
MIDDLE RIO GRANDE - TOTAL OUTREACH	**3135**	**1580**	

OUTREACH TOTALS BY COUNTY	STUDENTS	ADULTS	
LA SALLE	625	133	
ZAVALA	0	203	
KINNEY	0	0	
UVALDE	1266	549	
VAL VERDE	144	80	
REAL	365	118	
MAVERICK	230	184	
EDWARDS	100	31	
DIMMIT	400	75	
ALL COUNTIES	5	207	

Additional Information

Kinney County: We are partnering with Brackett ISD to invite participants to their CCMR Day on December 11, 2025. These numbers will reflect on next board report.

Successfully established a partnership with Comstock ISD for their recent CCMR Day with continued communications.

To date, we have conducted three evening Parent Presentations with our partner ISDs, and we have two more scheduled.

We have 8 career fair-type school partnerships to date.

Our social media presence has expanded significantly, reflected by 1,100 additional Facebook followers.

YOUTH COACHES - Martha Bagneschi & Mindy Roberts				
NAME OF EVENTS (October & November)	STUDENTS	PARENTS	PROFESSIONALS	COUNTY
Disciplinary Alternative EP presentation	30		10	Maverick
Student Workforce Services station/CCWinn	90		5	Maverick
CTE Career Tips presentation	120		2	Val Verde
Presentation and Career Exploration EP	107		2	Maverick
NDEAM proclamation event in Uvalde			72	Uvalde
Career Exploration - Health Science	40			Val Verde
Val Verde Training Center ACE presentation	80		6	Val Verde
Southwest Texas College Transfer Fair-DR	100		90	Val Verde
Eagle Pass High College Night	200	200	75	Maverick
Southwest Texas College Transfer Fair-EP	200		100	Maverick
Career Exploration-UTSA TRIO program HS	35		2	Maverick
NDEAM proclamation event in Del Rio			53	Val Verde
Career Exploration -DR Freshman	30		4	Val Verde
Career Exploration-Student Guidance LC	20		3	Val Verde
Leakey Career Fair	290		60	Real
Workforce Services presentation-Blended	95		10	Val Verde
Val Verde Training Center ACE parent meeting	15		4	Val Verde
CCMR Day-Comstock	144		70	Val Verde
Career Exploration-UTSA TRIO program MS	25		3	Maverick
Career Exploration-Nueces Canyon	75		11	Real
Career Exploration-Garfield Middle 6th	85		3	Val Verde
DAEP-social skills/career exploration	25		10	Maverick
Red, White and You event-DR			86	Val Verde
College Expo-CC Winn HS	150	10	25	Maverick
Career Exploration-Garfield Middle 6th	70		3	Val Verde
Career Exploration-MJH 8th	88		2	Maverick
Career Exploration-Heritage Academy MS/HS	150		10	Val Verde
Career Exploration-Student Guidance LC	28		4	Val Verde
Career Exploration-DR Freshman	40		4	Val Verde
FAFSA night-DRHS	12	10	7	Val Verde
Career Exploration-MJH 8th	92		2	Maverick
DRHS College Night	82	110	55	Val Verde
Career Exploration-Garfield Middle 8th	80		2	Val Verde
Real County Wellness Fair	3	11	17	Real
Frank Newman Middle School-Cotulla ISD - Career Day	270			La Salle
Uvalde HS-Uvalde CISD - College & Career Fair	511		77	Uvalde
TEAM Uvalde outreach			39	Uvalde
Cotulla HS-Cotulla ISD - College & Career Fair	355		73	La Salle
FAFSA Night workshop - Knippa ISD	6	6	4	Uvalde
Carrizo Springs HS-Carrizo Springs CISD - College & Career Fair	400		75	Dimmit
Uvalde Housing Authority presentation		9	5	Uvalde
Veterans & Community Fair - Crystal City		81	34	Zavala
Leakey ISD Career Day	290		64	Real

Uvalde CISD - ACE (High School) - Career Exploration	52		6	Uvalde
Sabinal ISD - Career Exploration	48		2	Uvalde
FAFSA Night workshop - Sabinal ISD	5	7	4	Uvalde
Sabinal ISD - Career Exploration	70		2	Uvalde
Uvalde Classical Academy - Career Pathway Assessment Presentation & Workshop	16		3	Uvalde
Memorial Jr High-Eagle Pass - Career Exploration	90		2	Maverick
Sabinal ISD - College, Career & Military Fair	240		62	Uvalde
Memorial Jr High-Eagle Pass - Career Exploration	92		4	Maverick

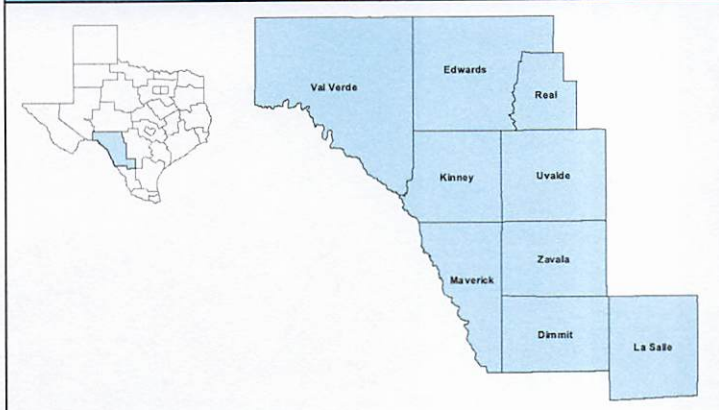
COUNTY	STUDENTS	PARENTS	PROFESSIONALS
Dimmit	400		75
La Salle	625		73
Maverick	1,224	210	242
Real	658	11	152
Uvalde	948	22	296
Val Verde	1,191	120	416
Zavala		81	38

GRAND TOTALS:	STUDENTS	PARENTS	PROFESSIONALS	JOB SEEKERS
	5,046	**444**	**1,292**	**200**

August Unemployment					
Year	Period	Area	Employment	Unemployment	Unemployment Rate
2024	August	Middle Rio Grande	64,888	4,083	5.9
2025	August	Middle Rio Grande	65,559	4,605	6.6
2024	August	Dimmit	2,763	235	7.8
2025	August	Dimmit	2,875	216	7
2024	August	Edwards	786	26	3.2
2025	August	Edwards	761	27	3.4
2024	August	Kinney	1,219	54	4.2
2025	August	Kinney	1,241	57	4.4
2024	August	La Salle	2,560	127	4.7
2025	August	La Salle	2,553	134	5
2024	August	Maverick	22,438	1,656	6.9
2025	August	Maverick	22,652	2,222	8.9
2024	August	Real	900	50	5.3
2025	August	Real	897	55	5.8
2024	August	Uvalde	10,327	496	4.6
2025	August	Uvalde	10,468	516	4.7
2024	August	Val Verde	19,933	1,144	5.4
2025	August	Val Verde	20,082	1,100	5.2
2024	August	Zavala	3,962	295	6.9
2025	August	Zavala	4,030	278	6.5

TEXAS Labor Market Information

Middle Rio Grande Workforce Development Area



August 2025

WDA Labor Force Statistics

	Aug-25	Jul-25	Aug-24	Yearly Change
Civilian Labor Force	70,164	70,218	68,971	1,193
Employed	65,559	65,415	64,888	671
Unemployed	4,605	4,803	4,083	522
Unemployment Rate	6.6%	6.8%	5.9%	0.7%

Texas Labor Force Statistics

	Aug-25	Jul-25	Aug-24	Yearly Change
Civilian Labor Force	15,885,187	15,829,036	15,675,864	209,323
Employed	15,144,613	15,157,099	14,978,832	165,781
Unemployed	740,574	671,937	697,032	43,542
Unemployment Rate	4.7%	4.2%	4.4%	0.3%

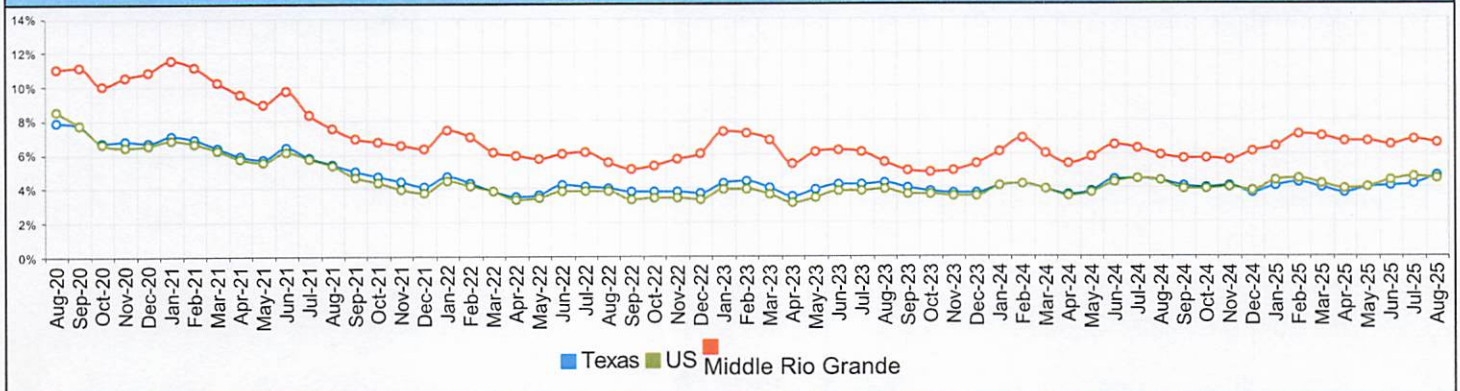
US Labor Force Statistics

	Aug-25	Jul-25	Aug-24	Yearly Change
Civilian Labor Force	171,035,000	171,646,000	168,763,000	2,272,000
Employed	163,288,000	163,799,000	161,348,000	1,940,000
Unemployed	7,747,000	7,847,000	7,415,000	332,000
Unemployment Rate	4.5%	4.6%	4.4%	0.1%

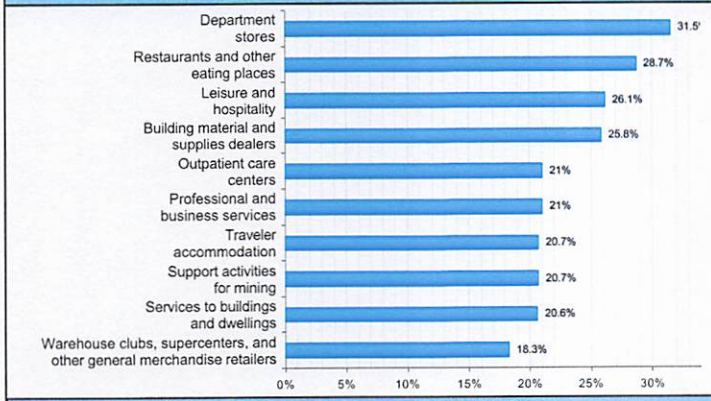
Continued Claims for the Week of the 12th

	Aug-25	Jul-25	Aug-24	Yearly Change
WDA	1,055	1,635	863	192
Texas	137,964	151,993	124,660	13,304

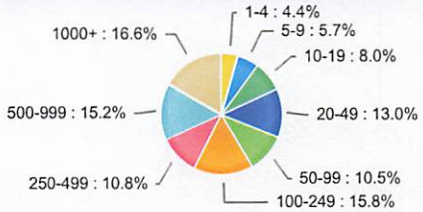
Historical Unemployment Rates



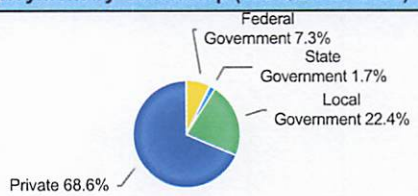
Projected Top Ten Fastest Growing Industries in WDA (% Growth 2022-2032)



Employment by Size Class (1st Quarter 2025)



Employment by Ownership (1st Quarter 2025)



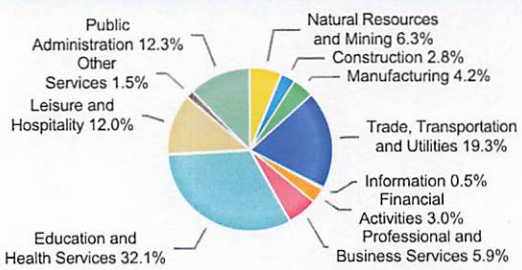
Average Weekly Wage (1st Quarter 2025)

	Q1 2025	Q4 2024	Q1 2024	Quarterly Change	Yearly Change
WDA	$993	$996	$962	$-3	$31
Texas	$1,587	$1,488	$1,539	$99	$48
US	$1,589	$1,506	$1,526	$83	$63

Employment by Industry (1st Quarter 2025, Percent Change)

Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	3,821	6.3%	-7.4%	-3.2%
Construction	1,713	2.8%	3.4%	-7.7%
Manufacturing	2,559	4.2%	-3.9%	-7.9%
Trade, Transportation and Utilities	11,639	19.3%	-1.9%	0.4%
Information	327	0.5%	-3.5%	-0.6%
Financial Activities	1,842	3.0%	-2.2%	-0.2%
Professional and Business Services	3,575	5.9%	-1.7%	0.3%
Education and Health Services	19,408	32.1%	1.1%	0.8%
Leisure and Hospitality	7,236	12.0%	1.1%	6.3%
Other Services	900	1.5%	-0.8%	-1.3%
Public Administration	7,441	12.3%	0.1%	2.6%

Employment by Industry (1st Quarter 2025)



WORKFORCE SOLUTIONS MIDDLE RIO GRANDE
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Rosie Lozano
Executive Director

To: Board of Directors

From: Rosie Avila-Lozano, Executive Director

Date: December 11, 2025

The TWC Annual Conference was held on December 3-5th in Corpus Christi. With pre-conference events with the WIN and RESEA conference. I would like to congratulate Solansky Welding and Pump, from Crystal City as Workforce Solutions Middle Rio Grande 2025 Employer of Excellence.

We have not received an official response from TWC on our request to increase the number of our SEAL participants. We have a target of 21 participants, and I submitted a request to increase our target to 75 participants.

The Vocational Rehabilitation Program hosted the 80th year National Disability Employment Awareness Month (NDEAM) events in Uvalde, Del Rio and Eagle Pass. This yearly celebration recognizes the positive impact of hiring people with disabilities.

The 14th Annual Hire Red White and You was held in Del Rio on November 6, 2025. Suzette Robinson, TWC Director RESEA Department and Navy Veteran was a guest speaker. There were 46 employers at this event. Reports indicate that there were 27 Veterans and 186 non-veterans that attended.

Board has taken a new approach at working with the Contractor on the issues with Audit Resolutions. The Board has been meeting with the Contractor staff and going over each finding and discussing the issue to ensure that the Contractor understands what the error is and how it can be avoided. The Board is also doing this with the MPR in hopes of increasing performance. There have been several things identified that will help pinpoint some of the issues with monitoring and changes are being made. As for the MPR, we are also identifying some issues that need to be correct to improve performance. The current extracts for the MPR do not provide the information to forecast, so currently we are just working with current information.

To: Rosie Lozano, WFS MRG Board Executive Director
Michelle Garcia, MRG Executive Director
From: Barbara S. Lopez, Director of Workforce Programs
Date: 11-20-25
Subject: Workforce Solution Summary Report
(September & October 2025)

Workforce Solution Middle Rio Grande Activity Report

1. **Monthly Caseload Reports:** (Through November 10, 2025) Each month, a report is consolidated with data on these categories, tracking trends, and changes in enrollment or participation over time. This helps identify areas of strength, potential gaps in service delivery, and opportunities for improving outreach and support for our customers. **Total cases: 207 across the region. Outreach pool for SNAP/Choices is not included.**

2. SNAP/Choices Monitoring Summary Report for October 2025 (attached).

3. **Employer Engagement Initiatives:**
We successfully carried out employer outreach by attending community events and hosting job and career fairs designed to meet employer needs. These efforts centered on addressing workforce challenges and promoting the services we offer. Our goal is to meet and exceed our performance measures as we continue to serve employers throughout the Middle Rio Grande Region.

4. **Outreach and Marketing:** Outreach and Marketing efforts continue to strengthen Workforce Programs, with a particular focus on youth engagement. Through consistent in-person outreach with employers and community members who may not yet be familiar with our services, staff have successfully increased awareness and maintained a strong presence throughout the region. Below is a list of region-wide events attended by staff. Participation in these events has played a key role in expanding our reach and strengthening relationships with local employers.

   October Events:
   CC Winn Presentation-Eagle Pass
   EMS Program Advisory-Eagle Pass
   Utopia ISD Career Fair-Utopia
   Orientation at CCWINN High School-Eagle PASS
   Middle School Career Day-Cotulla
   SWTC College and Career Day-Eagle Pass-Del Rio-Uvalde

Proclamation Disability awareness month-Uvalde-Eagle Pass-Uvalde
SWTC Business Advisory Meeting-Eagle Pass-Uvalde
Job Fair Crystal City
Job Fair- EAGLE PASS
Leakey ISD Career Fair
Blended Academy Orientations Academy-Del Rio

The annual Hiring Red, White, and You Statewide Job Fair was held on November 6, 2025, at the Del Rio Civic Center in Del Rio, Texas. This year's event brought together a strong network of regional partners. The job fair featured 46 employers and welcomed 187 non-veteran job seekers and 27 veteran attendees. We are excited to report 3 same-day hires and 27 pending hires.

The event was a great success, and we are incredibly proud of our team, partners, and employers for coming together to support the Middle Rio Grande Region.

We deeply value the dedication and hard work of our staff and partners, whose efforts are creating a meaningful and lasting impact on our local workforce.

5. 2025 End of Year (EOY) Monthly Performance Report (MPR) I am excited to share that we are closing out 2025 with an outstanding score of **77.78!** This achievement reflects the dedication, teamwork, and commitment our staff brings to our mission every day.

While we still have areas where performance improvement is needed, I am confident that, with our collective effort, we will get there.

WIOA Measures	Status	% Current Target	Ranking
Employed Q2 Post Exit-Adult	EX	113.29%	6
Employed Q4 Post Exit-Adult	EX	122.72%	1
Measurables Skill Gains-Adult	EX	126.12%	5
Median Earnings Q2 Post Exit Adult	EX	129.68%	7
Credential Rate-Adult	EX	119.16%	3
Employed Q2-Post Exit DW	EX	113.60%	7
Employed Q4-Post Exit DW	MG	109.26%	7
Measurables Skills Gains DW	EX	123.08%	7
Median Earnings Q2 Post Exit	EX	142.59%	4
Credential Rate-DW	EX	111.76%	7
Employed/Enrolled Q2 Post Exit-Youth	MG	102.58%	16
Employed/Enrolled Q4 Post Exit-Youth	NM	89.57%	28
Measurables Skills Gains-Youth	NM	69.12%	27
Median Earnings Q2 Post Exit-Youth	EX	114.67%	24
Credential Rate-Youth	MG	101.94%	9
Credential Rate -All C& T	EX	117.07%	8
Claimant Reemployment 10 Weeks	NM	81.93%	26
Employers Receiving Texas Talent Assistance	NM	72.17	26

Still pending performance measure rating on three (3) measures: Average # of Children served per day, Choices full engagement rate, Childcare initial job search success rate.

6.Child Care Service Report

This report is to keep you informed on the updates on CCS activities specifically for waitlist and payments.

We have successfully called all 358 clients from the Twist waitlist. We will begin working through the Kindertrack waitlist starting November 24, 2025. The Kindertrack list currently has 646 clients, which represents the total combined number of clients on both lists before we began outreach.

In the month of November, we have called 108 clients off the waitlists, and 36 children have been successfully placed. We currently have 3 cases that have been approved for care but are waiting for an available provider. Please note that there are limited spaces available for infants.

Additionally, we have 53 pending applications, with 13 of those needing additional information from the clients.

We are currently working on fixing payments within the Kindertrack system, with issues dating back to January 13, 2025.

As of now, there are approximately 370 fixes required, although this number changes daily. These fixes are necessary because payments were either made incorrectly to the provider, or the parent share of cost was incorrect or not deducted from the provider payment. This is primarily due to the new Kindertrack system not processing payments correctly, requiring manual intervention for corrections.

We need to research and fix these outstanding payments by December 31, 2025.

In Conclusion:
The Workforce Solutions Middle Rio Grande team is dedicated to serving employers and job seekers across our nine-county region. Through ongoing improvements and targeted strategies, we anticipate strong growth in employer engagement, program participant enrollment, and job seeker services. Moving forward, we aim to fully leverage the capabilities of WITCMS to enhance service delivery and operational efficiency.

We sincerely appreciate the dedication and hard work of our staff and partners, whose efforts are making a meaningful and lasting impact on our communities.

Thank you for your ongoing trust and support!

Choices Performance Review Summary					
Date of Scope:	Oct-25				
Attribute	Total # of files reviewed				16
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial/monthly eligibility ian uploaded in WIT	0.00%	15	0	1	15
Outreach done timely and letter contains all pertinent information	0.00%	5	0	11	5
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial assessment and/or reassessment documented in counselor notes including TABE uploaded in WIT	0.00%	6	0	10	6
Rights to appeal and Orientation to complaint forms that are current and up to date uploaded in WIT	0.00%	7	0	9	7
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in cnotes and reconciled correctly with documentation entered/uploaded in WIT	0.00%	3	0	13	3
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Case notes are detailed and updated and reflect 2 way communication - including documentation for all transmittals (1817, 1816, 2588)	0.00%	15	0	1	15
Is preferred method of contact documented in WIT	0.00%	16	0	0	16
Date of Non compliance is correct and documented in cnotes	0.00%	2	0	14	2
Good casue or sanction documented in cnotes with all information	0.00%	6	0	10	6
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately per instructions	0.00%	2	0	14	2
Timely and Reasonable Attempt process followed by contractor	0.00%	6	0	10	6
Penalty initiated timely or at all (before 7th day)	0.00%	2	0	14	2
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan consistent with Work 1st approach and has correct and detailed required hours of participation	0.00%	16	0	0	16
Family Work Requirement is signed and completed with how the required hours of participation will be distributed	0.00%	0	0	16	0
Notification	Error Rate	Yes	No	N/A	Total Y+N

Provide HHSC employment information (2583) timely	0.00%	7	0	9	7
Participation	**Error Rate**	**Yes**	**No**	**N/A**	**Total Y+N**
Work Activities are supported with documentation in case file	0.00%	16	0	0	16
Participation hours in WIT are supported with documentation in case file	0.00%	10	0	6	10

SNAP Performance Review Summary					
Date of Scope:	Oct-25				
Attribute	Total # of files reviewed				3
Eligibility	Error Ra	Yes	No	N/A	Total Y+N
Establish initial monthly eligibility in timely manner and uploaded in WIT	0.00%	3	0	0	3
Outreach done timely and letter contains all pertinent	0.00%	2	0	1	2
Assessment	Error Ra	Yes	No	N/A	Total Y+N
Initial and reassessment documented in case notes	0.00%	2	0	1	2
Rights to Appeal and Orientation to compliant forms that are	0.00%	2	0	1	2
Was follow-up done while Good Caused? Was it documented on	0.00%	0	0	3	0
Support Services	Error Ra	Yes	No	N/A	Total Y+N
Support services/incentives documented in case notes with documentation uploaded in WIT	0.00%	1	0	2	1
WIT Data Entry	Error Ra	Yes	No	N/A	Total Y+N
detailed and updated relecting 2 way communication	0.00%	3	0	0	3
correct and documented in case notes	0.00%	1	0	2	1
Was 1822 documented correctly and indicating 1822 being sent	0.00%	2	0	1	2
Good cause or sanction determination correctly	0.00%	1	0	2	1
Was 1817 documented correctly and reason for reconsideration	0.00%	0	0	3	0
Cause after penalty (1816) entered and documented in case notes correctly	0.00%	0	0	3	0
while Good Caused (Reconsideration)	0.00%	0	0	3	0
Was application closed correctly	0.00%	2	0	1	2
Non Compliance	Error Ra	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately entered correctly in WIT	0.00%	2	0	1	2
Initiation of penalty done timely	0.00%	2	0	1	2
Employment Plan	Error Ra	Yes	No	N/A	Total Y+N

with signature, allowable activity, correct/detailed required hrs of participation and	0.00%	3	0	0	3
ABAWD enrolled in 4 weeks of Job Search	0.00%	3	0	0	3
Notification	Error Ra	Yes	No	N/A	Total Y+N
Work Requirement Verification For H1822 submitted timely or at all? (ABAWDS Only)	0.00%	2	0	1	2
Form H1817-Reconsideration Request recorded in WIT Good	0.00%	0	0	3	0
Form H1816 Non Compliance due to Good Cause uploaded to WIT and recorded in WIT ribbon	0.00%	0	0	3	0
Participation	Error Ra	Yes	No	N/A	Total Y+N
being followed?	0.00%	3	0	0	3
SNAP Activities are supported with acceptable documentation	0.00%	3	0	0	3
Participation hours in WIT are supported and documented in case file	0.00%	2	0	1	2

WFS QA Monitoring- CHOICES October 2025

The Workforce Solutions QA Department completed a comprehensive 100% file review, covering ten (16) Choices participants within the WorkinTexas program. The review evaluated eight (8) key attributes across a total of seventeen (17) areas to confirm adherence to applicable rules and regulations, ensuring program compliance and integrity.

Summary: Out of 16 cases, no notable findings ONLY observations

Assessment: #50104564 #40508607 #167465382
Attribute: Assessment
Area of Review/Observation: Client must be scheduled to TABE test
Correction: Clients in Good Cause – Pending review by HHSC for exemption
Guide Reference B-305: A functional educational level assessment is required for Choices participants.

Assessment: #168893039
Attribute: Assessment
Area of Review/Observation: Client must be scheduled to TABE test
Correction: Outreach client to schedule at earliest as possible
Guide Reference B-305: A functional educational level assessment is required for Choices participants

Assessment: #166353631
Attribute: Assessment
Area of Review/Observation: Client must be scheduled to TABE test
Correction: CI outreached and scheduled to return to complete assessment
Guide Reference B-305: A functional educational level assessment is required for Choices participants

Assessment: #163366268 #164306730
Attribute: Participation
Area of Review/Observation: Completion of Job Search Log
Correction: Case Manager provided counseling and re-instruction to ensure proper completion of JS log-correction
Reference B-501: WFS staff to supervise all Choices participation activities daily.

WFS QA Monitoring-SNAP October 2025

The Workforce Solutions QA Department completed a comprehensive 100% file review, covering four (3) SNAP participants within the WorkinTexas program. The review evaluated eight (8) key attributes across a total of twenty-four (24) areas to confirm adherence to applicable rules and regulations, ensuring program compliance and integrity.

Summary: Out of 3 cases, no notable findings ONLY observations

Assessment: #150765276
Attribute: Support Services
Area of Review:
Issue Identified: Approved Purchase Order uploaded in WIT
Correction: Case manager has uploaded approved purchase order
Guide Reference: N/A

Board Committee Membership Matrix

Economic Development	Child Care	Monitoring & Oversight	Finance & Audit	Executive
Committee Meetings	Committee Meetings	Committee Meetings	Committee Meetings	Committee Meetings
December 11, 2025, at 9:00 AM	December 11, 2025, at 9:30 AM	December 11, 2025, at 10:00 AM	December 11, 2025, at 10:30 AM	December 11, 2025, at 11:00 AM
James Glasscock	*Margot Mata*	*Juan Martinez*	*Myrta Garcia*	*Christopher Hiller*
Jesse Martinez, Jr.	Lydia Seiple	Sara Rivas	Ernest Flores	Laura Lopez
Michael Grooms	Shelly Collins	Yolanda Ramon	Sergio Diaz	Juan Martinez
Christopher Hiller	Arturo Gonzales	Romelia Aranda	Leslie Rojas-Guillot	Myrta Garcia
Laura Lopez	Monica Gonzales	W.B. Samson	Larry Martin	Rodrigo Jamie
	Dora A. Velazquez	Monica Gonzales	Rodrigo Jaime	
	JJ Suarez	Jesse Rizo	Melissa Hayman	
		Aracely Castle		

Board Meeting

Committee Chairs

December 11, 2025 @ 1:00 P.M.