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

Christopher Hiller
Chairperson
Private Sector

Laura Lopez
Vice Chairperson
Private Sector

Jesse Martinez Jr.
Secretary
Private Sector

Myrta Garcia
Treasurer
CBO

Rodrigo Jaime
Parliamentarian
Private Sector

Rosie Lozano
Executive Director

Workforce Solutions Middle Rio Grande Board Meeting
Thursday, February 13, 2025 @1:00 PM
SSGT. Willie Deleon Civic Center, Pecan Room
340 E. Main St., Uvalde, Texas 78801

I. Call Meeting to Order
II. Invocation
III. Roll Call
IV. Introduction of Guest
V. Public Comment
VI. Approved Minutes for: December 12, 2024, pg. 1-8
VII. Old Business
VIII. New Business

A. Executive Committee – Christopher Hiller, Board Chairman

Action Items:

1. Action/Recommendation on in region travel allowance in the amount of $1,200 per month effective February 2025 for Workforce Solutions Middle Rio Grande Board Executive Director, Rosie Lozano
2. Authorization for Executive Committee to review/approve Workforce Board 2025-2029 State Plan at a special meeting and to present to the Board at the next Board of Director's meeting.
3. Review/Approve Annual Financial Monitoring Review from Diaz, Smith and Associates for September 1, 2023 through August 31, 2024, pg. 9-19

Information Item:

1. Update on Lease Agreements – Eagle Pass and Crystal City Office

Workforce Solutions Middle Rio Grande is an equal opportunity Employer / Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY/TDD via Relay Texas: 711/TDD: 1-800-735-2989 / Voice: 1-800-735-2988

2. Update on Board Membership, pg. 20-21
    A. New Appointments – Submitted to TWC
    B. Resignations –
    C. Reappointments –
    D. Vacancies – there are 3 vacancies in Uvalde County. See attached WFSMRG Board Worksheet and TWC Report Card.
3. Committee's List, pg. 22

B. Finance and Audit Committee -Myrta Garcia, Chairperson

Action Item:

1. Review/Approve December 2024 WFSMRG Fiscal Agent Expenditure, pg. 23-26
2. Review and/or Approve Workforce Contracts: pg. 27-29
    A. 2724WPA Amend #4 – Wagner-Peyser Employment Services – December 21, 2024 – February 28, 2025
3. Review/Approve WFB Fiscal Policy – pg. 30-32
    A. FISCAL07 Chg. 1 – Accounts Payable
4. Board Financial & Data Analysis monitoring report, pg. 33-34

Information Items: None

C. Child Care Committee – Margot Mata, Chairperson

Action Item:

1. Review/Approve WFBCC06 Chg. 1 – Fraud Fact-Finding Recoupment Policy, pg. 35-51

Information Items:

1. Child Care Report, pg. 52-53

D. Monitoring and Oversight Committee -Juan Martinez, Chairperson

Action Items:

1. Board Monitoring Reviews for October and November 2024:
    A. SNAP, pg. 54-57
    B. Choices, pg. 58-62
    C. WIOA, pg. 63-65

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D. Childcare, pg. 66-70

2. Review/Approve WFB Policy:
   A. ADMIN02 Chg. 4 – Work Experience/Subsidized Employment, pg. 71-73

Information Items:

1. WFS program Report, pg. 74-80
2. January 2025 Virtual One Stop-VOS Greeter Report, pg. 81-86
3. Youth Coach Report, pg. 87-88
4. Student Navigator Report, pg. 89-90

E. Economic Development Committee -Laura Lopez, Chairperson

Action Items: None

Information Items:

1. Middle Rio Grande Labor Local Area Employment Statistics Report, pg. 91
2. Middle Rio Grande Labor Market Information, pg. 92

F. Executive Director's Report - Rosie Lozano, pg. 93-94

G. Executive Director's Report - Michelle Garcia, pg.95-98

H. Other Business

I. Adjourn

Committee Meeting Schedule at the end of packet.

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

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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.

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Workforce Solutions Middle Rio Grande Board
MINUTES

BOARD OF DIRECTOR'S MEETING

In Person / Virtual — Civic Center (Pecan Room)
December 12, 2024 — Wednesday 1:00 PM

OFFICERS PRESENT:
Mr. Christopher Hiller, Chairperson, Private Sector, Eagle Pass
Mr. Rodrigo Jaime, Parliamentarian, Private Sector, Carrizo Springs
Ms. Myrta Garcia, Treasurer, CBO, Cotulla
Ms. Laura Lopez, Vice-Chair, Private Sector, Crystal City

OFFICERS ABSENT:
Mr. Jesse Martinez, Jr., Secretary, CBO, Carrizo Springs

MEMBERS PRESENT:
Ms. Sara Rivas
Ms. Romelia Aranda
Mr. Wendall Sansom
Mr. Timothy Grant
Mr. Ernest Flores
Ms. Margot Mata
Mr. Juan Carlos Vázquez
Mr. James Glasscock
Mr. Jorge Ramon
Mr. Rogelio Gonzales
Mr. Juan Martinez
Mr. Arturo Gonzales
Ms. Monica Gonzales
Mr. J.J. Suarez
Ms. Dora Garza Velásquez
Ms. Yolanda Ramon
Ms. Nancy Rodriguez
Ms. Aracely Castle
Ms. Lydia Seiple
Mr. Jesse Rizo

MEMBERS ABSENT:
Mr. Manuel Estrada
Mr. Cecil Snowden
Ms. Blanca Larson
Mr. Jose Barajas

Mr. Larry Martin
Mr. Michael Grooms
Ms. Dana Johnson
Mr. Aaron Valdez
Ms. Shelly Collins
Mr. Sergio Diaz

OTHERS PRESENT:
Nereida Santos
Barbara Lopez
Roxanne Gonzalez
Marisa Cervantes
Michelle García
Arianna Gonzalez
Betsy Prado
Rosie Lozano
Marcos Gonzales
Annabelle Aguilar

I. CALL TO ORDER
Mr. Christopher Hiller, Board Chair, called the meeting of the Workforce Solutions Middle Rio Grande Board of Directors to order at 1:04 PM.

II. INVOCATION
The invocation was made by Mr. Juan Martinez.

III. ROLL CALL
Nereida Santos called roll, and twenty-four (24) board members were determined to be present. Having established a quorum, the following business was transacted.

IV. INTRODUCTION OF GUEST (S)
No Guest

Rosie Lozano introduced 4 new board members to the board. Jesse Rizzo, Aracely Castle, Lydia Seiple and Sergio Diaz (not present)

V. Public Comments
No public Comments

VI. Approve Minutes for: August 8, 2025
Rodrigo Jaime made a motion to approve board minutes seconded by Juan Carlos Vasquez. Motion carried.

VII. OLD BUSINESS
None

VIII. NEW BUSINESS
Action Item:
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.

Board members went into close session from 1:08pm-1:54pm.

1. Action/Recommendation on 3-month evaluation of Workforce Solutions Middle Rio Grande Board Executive Director, Rosie Lozano

Board members discussed Rosie Lozano 3-month evaluation said she is doing a wonderful job to continue doing what she's doing and that she was no longer on probation.
Myrta Garcia motioned to approve, and Yolanda Ramon seconded. Motion Carried.

2. Authorization for Workforce Board staff to work with Richard Rogers, Consultant in the development of the 2025-2029 State Plan not to exceed $10,000

Myrta Garcia asked Rosie Lozano to explain what the State Plan was for the new members. Rosie explained what the State Plan was.
Rodrigo Jaime made a motion to approve, and Yolanda Ramon seconded. Motion Carried.

3. Review/Approve Cano and Company as the single bidder for the Commercial Real Estate Broker

Rosie Lozano stated that Cano and Company were the lone bidder. Rosie was asked if she negotiated with Cano. Wendall Sansom wanted to know how it was advertised. Rosie said it was sent out to the Express news and locally.
Romelia Aranda motioned to approve Cano and Company as a single bidder for the Commercial Real Estate Broker with a maximum of 2%-3% rate seconded by Rodrigo Jaime. Motion carried

4. Review/Approve Garza/Gonzalez & Associates as the single bidder for the Annual Audit Services RFP. This will be a 4-year contract with options to renew on a yearly basis.

Rosie Lozano explained that Garza/Gonzlez & Associates were the only ones who submitted a bid. Rosie and Betsy Prado explained to the board what all is going to be audited by them.

Juan Martinez motioned to approve, and Juan Carlos Vasquez seconded. Motion carried.

5. Review/Approve One Time pay for WFS Board Staff

Rosie Lozano explained that the incentive for employees was put in the budget from the award that was given previous year. Wendall Sansom asked where the award came from and how many employees would it be given to. Rosie said that the award was from Summer Earn and Learn (SEAL) and it was going to 9 employees on the board side and was unsure how many employees on the contractor side.

Rodrigo Jaime motioned to approve and was seconded by Juan Carlos Vazquez. Motioned carried.

Information Item:

1. Notification from Subrecipient Monitoring on findings for #24.27.0001
2. Notification for Audit report ending September 9/30/2023
3. Lease Agreement – Cotulla Office
4. Update on Board Membership
    A. New Appointments – Submitted to TWC
    B. Resignations – None
    C. Reappointments –
    D. Vacancies – there are 3 vacancies in Uvalde County. See attached WFSMRG Board Worksheet and TWC Report Card.
5. Update on Committees

Rosie went over all Information Items no questions.

B. Finance and Audit Committee -Romelia Aranda, Chairperson
Action Item:

1. Review/Approve September & October 2024 WFSMRG Fiscal Agent Expenditure

Juan Martinez motioned to approve expenditure and Yolanda Ramon seconded. Motioned carried.

2. Review and/or Approve Workforce Contracts:
    A. 2725WOO – Additional Program Funds $17,792.00 Oct. 1, 2024 – Sept. 30, 2025
    B. 2724 REA Amend. 1 Reemployment Services and Eligibility Assessment, $137,500.00, September 30, 2024-February 28, 2025
    C. 2724 CCDF Amend. 3 -$435,682.00, October 1,2024-October 31, 2025
    D. 2725CCDF - Quality Improvement $252,031.00, October 1,2024-October 31, 2025
    E. 2725 CCM – Child Care and Development Fund Childcare Local Match $691,442.00 Oct. 1, 2024 – Dec. 31, 2025
    F. 2725TAF – Temporary Assistance for Needy Families/Choices $799,101.00, Aug. 31, 2024 – Oct. 1 31, 2025
    G. 2725SNE - Supplemental Nutrition Assistance Program Employment & Training, $175,761.00 Oct. 1, 2024 – Sept. 30, 2025
    H. 2724WPA Amend. 2 – Wagner Peyser Employment Services, $1,758 Oct. 1, 2024 – Dec. 31, 2024
    I. 2725TRA – Trade Act Services for Dislocated Workers, $5,000.00 Oct. 1, 2024- Sept. 30, 2025
    J. 2725REA – Reemployment Services and Eligibility Assessment, $197,778 October 1, 2024 – September 30, 2025
    K. 2725CCF – Child Care Services Formula Allocation, October 29, 2024 $10,542,994
    L. 2725TVC – Texas Veterans Commission, $13,000 October 1, 2024 – September 30, 2025
    M. 2724WPA – Wagner Peyser Employment Services, $45,335, November 22, 2024 – December 31, 2024

JJ Suarez motioned to approve all contracts, seconded by Romelia Aranda. Motion carried.

3. Review/Approve WFB Fiscal Policy –
    A. FISCAL02 Chg. 1 – WFS Board Financial Monitoring
    B. FISCAL06 – Accounting & Financial Systems
    C. FISCAL07 – Accounts Payable
    D. FISCAL08 – Accounts Receivable

E. FISCAL09 – Audit Requirements
F. FISCAL10 – Bank Reconciliation
G. FISCAL11 – Budget Process
H. FISCAL12 – Cash Forecasting
I. FISCAL13 – Cash Management
J. FISCAL14 – Client Payroll
K. FISCAL15 – Contract Services, Agencies & Consultants
L. FISCAL16 – Employee Payroll
M. FISCAL17 – Fiscal Reporting Requirements
N. FISCAL19 – Insurance
O. FISCAL20 – Journal Vouchers
P. FISCAL 21 – Procurement/Purchase Orders
Q. FISCAL 22 – Security of Records
R. FISCAL 23 – Travel
S. FISCAL24 – Property Management
T. FISCAL25 - Gift Card

Rosie Lozano explained to the board that the current fiscal policies were MRGDC policies. The Board needed to have their own policies for the fiscal functions. The policies presented mirror most of the MRGDC policies. Juan Martinez motioned to approve policies and JJ Suarez seconded. Motion carried.

4. Board Financial & Data Analysis monitoring report

TWC recommended Rosie to develop a monitoring instrument to monitor the Fiscal Department. Rosie explained the report that was provided in the packet.

Rodrigo Jaime motioned to approve the report and Yolanda Ramon seconded. Motion Carried.

Information Items: None

C. Child Care Committee -Margot Mata, Chairperson
Action Item: None

Information Items:
1. Child Care Report

Marisa Cervantes elaborated/explained the report that was provided in the packet. No questions.

D. Monitoring and Oversight Committee -Monica Gonzales, Chairperson

Action Items:

1. Board Monitoring Reviews for June & July 2024 and August & September 2024:
   A. SNAP
   B. Choices
   C. WIOA
   D. Childcare

Rosie Lozano elaborated on the reports highlighting the biggest concern on the findings of the monitoring. Rosie explained that in April they switch systems from TWIST to WIT. Most of the findings were due to them not uploading documents.
Yolanda Ramon motioned to approve the Board Monitoring Reviews and Rogelio Gonzales seconded the motion. Motion carried.

2. Review/Approve WFB Policy:

A. ALL10 Chg. 3 - Quality Assurance Policy
B. ADMIN08 – Closure of Workforce Centers
C. TANF019 - TANF/Choices Outreach
D. ADMIN02 Chg. 3 – Work Experience/Subsidized Employment
E. ALL01 Chg. 7 – Individual Training Accounts
F. WIOA03 Chg. 1 – Follow Up
G. ALL02 Chg. 3 – Support Services
H. ALL18 – Work-In-Texas Data Integrity Process
I. ALL12 Chg. 5 – Access and Data Security for Workforce Applications
J. ALL11 Chg. 1 – Incentives for WIOA Youth and Choices

Rosie Lozano explained that the policies verbiage needed to be changed from TWIST to WIT. Rosie highlighted some of the ones that were updated especially the Quality Assurance Policy that needed to outline the corrective action plan once they identified the findings and the new Closure of Workforce Centers policy.

Juan Martinez motioned to approve the policies and JJ Suarez seconded the motion. Motion carried.

Information Items:

1. WFS program Report
2. October 2024 Virtual One Stop-(VOS) Greeter Report
3. Youth Coach Report
4. Student Navigator Report

Rosie Lozano went over all the reports that were provided to board members in the packet. No Questions

E. Economic Development Committee -Laura Lopez, Chairperson

Action Items: None

Information Items:

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

F. Executive Director's Report - Rosie Lozano

Rosie Lozano briefly went over her report. There were no questions.

G. Executive Director's Report - Michelle Garcia

Michelle Garcia briefly stated what was in her report that was provided in the packet for the board members. She also stated the outreach and marketing have been successful.

H. Other Business

Roxanna Gonzales elaborated on what she is working on with Southwest Texas College to host more job fairs. Eric Martinez oversees all the outreach for contractor. Monica Gonzales recommended that they reach out to new employers to collaborate on helping them find employees. Rosie Lozano stated that the WFSMRG has joined 5 Chamber of Commerce, Uvalde, Eagle Pass, Del Rio, Cotulla, Carrizo Springs. Board recommended that we have Spanish flyers as well not just English. Rosie reminded the Executive Committee that they will be having a meeting with the Judges on Monday Dec. 16, 2025.

I. Adjourn

Rodrigo Jaime made a motion to adjourn and seconded by JJ Suarez Motion carried. Adjourn at 3:10 pm.

_____ _____

Jesse Martinez, Jr. Date
Secretary

Report on the Annual Financial Monitoring Evaluation of the:

Annual Financial Monitoring Review

of the

Middle Rio Grande Development Council (MRGDC)
in its' capacity of *Fiscal Agent, Administrative Entity, Workforce Center Operator, Child Care* and *Specialty Contractor* for the
Workforce Solutions Middle Rio Grande (the Board) *by virtue of the fact the MRGDC serves as the Boards Fiscal Agent and Administrative Entity*

December 23, 2024

Report Demographics

Report Number:	WFSMRG 25-04
Report Type:	Draft
Report Issue Date:	**Draft:** December 23, 2024 **Board Review and Approval:** January 22, 2025 **MRGDC Response Date:** January 22, 2025 **Final with Monitor Response:** January 30, 2025
Entities Reviewed:	**Workforce Solutions Middle Rio Grande** (the Board) *by virtue of the fact the MRGDC serves as the Boards Fiscal Agent and Administrative Entity* **Middle Rio Grande Development Council** (MRGDC) in its' capacity of *Fiscal Agent, Administrative Entity, Workforce Center Operator, Child Care* and *Specialty Contractor* for the Board.
Review Type:	Annual Financial Monitoring Evaluation
Applicable Period:	September 1, 2023 through August 31, 2024
Review Conducted by:	Diaz, Smith, *and* Associates Anna Rocha-Diaz Sujuane Smith Edward. Taylor
Exit Conference:	November 25, 2024 (via conference call)
Report Developed by:	Edward Taylor

Applicable Definitions

Board: The ***Middle Rio Grande Workforce Development Board***, dba. ***Workforce Solutions Middle Rio Grande*** created pursuant to Texas Government Code§2308.253 and certified by the Governor pursuant to Texas Government Code §2308.261.

Briefing Items: are general noncompliance conditions that are observed and documented by the monitors based on established law, procedures, or other authoritative guidance. These noncompliance conditions are considered lower risk findings but could potentially result in a higher risk finding based on the nature of the deficiency (i.e., repeat violations, issues indicative of systemic problems). These items while documented in the workpapers may or may not be included in the report. All briefing items are discussed on-site during the review. The determination of report inclusion shall be based on criteria as determined by the Board.

Disallowed Costs: Those charges to an award that are determined to be unallowable, in accordance with the applicable Federal cost principles, applicable State rules, regulations, policies or other terms and conditions contained in the award.

Finding: an instance where noncompliance with requirements contained in federal or State law, regulation, administrative code, guidance or other promulgations are determined and are considered to be issues that are of high risk that could potentially result in questioned costs and/or impact the integrity of program operations.

FMGC: **Texas Workforce Commission Financial Manual for Grants and Contracts**

Notable Practices - are informative statements that highlight and recognize positive processes and improvements.

Observations: A reportable condition that does not currently have a material effect on internal controls and the accuracy of the financial information. An observation, if not addressed, presents the possibility of a future circumstance of non-compliance and/or internal control weaknesses. Additionally, observations are informative statements or constructive comments made to identify processes that can assist the entity being reviewed improve service delivery and result in positive program outcomes. Observations are not expected to be responded to

Questioned cost: A cost that is questioned by the monitor because of a monitoring finding **(1)** that resulted from a violation or possible violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the use of Federal funds, including funds used to match Federal funds; **(2)** where the costs, at the time of the monitoring review, are not supported by adequate documentation; or **(3)** where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Recommendation: Suggested corrective action(s) for a finding and/or observation identified in a monitoring report. The recommendation, where and when appropriate, should address the cause of the problem, not the problem itself.

Review Scope

This annual financial monitoring evaluation of the Middle Rio Grande Development Council (MRGDC) In the capacity of *Fiscal Agent, Administrative Entity, Workforce Center Operator*, *Child Care* and *Specialty Contractor* of the **Workforce Solutions Middle Rio Grande** (the Board). Also reviewed is **Workforce Solutions Middle Rio Grande** (the Board) by virtue of the fact the MRGDC serves as the Boards Fiscal Agent and Administrative Entity.

The review was performed to assess the reliability of review period fiscal data. Additionally, the review evaluated the degree of compliance with the applicable Board contract(s), policies, laws, regulations, and the adequacy of internal fiscal controls. The following areas/items were examined:

1. **Budget vs. Expenditures**: We reconciled and compared the MRGDC expenditures to thirty-two (32) TWC CEDR reports for the period ended August 31, 2024.

2. **Cash Management**:
   - Bank Reconciliations: We examined bank statements and reconciliations for the following MRGDC and Board *First State Bank* accounts for the three-month period ended August 31, 2024.
     - MRGDC – Consolidated Account
     - MRGDC – Payroll Account
     - MRGDC – Client Payroll Account
     - Board – Consolidated Account
     - Board – Payroll Account

     Our cash management review included an analysis of collateral agreement adequacy and an excess cash evaluation, where applicable.

   - Non-sufficient funds (NSF): Additionally, we reviewed non-sufficient funds (NSF) fees charged for the review period September 1, 2023 through August 31, 2024 for the following bank accounts.
     - MRGDC – Consolidated Account
     - MRGDC – Payroll Account
     - Board – Consolidated Account

3. **MRGDC Disbursements**: Supporting documentation for forty-five (45), judgmentally selected disbursement transactions as reflected below:
   - Workforce Direct (10)
   - Child Care Operations (10)
   - 8400, 8500, 8700 - Workforce Pools (15)
   - 1010 – Central Service Fee Pools (5)

4. **Board Disbursements**: Supporting documentation for thirty (30), judgmentally selected disbursement transactions derived as reflected below:
   - Workforce Direct (10)

- Child Care Operations (10)
- 8300- Workforce AP Pool (6)
- 8300- Workforce Program Pool (4)

5. **Individual Training Accounts** (ITA): Supporting documentation for eight (8) randomly selected ITA agreements and related transactions occurring during the review period was evaluated.

6. **Work Experience Payroll:** Payroll documentation for twelve (12) work experience clients was reviewed for various pay periods occurring during the review period. Items reviewed included employee work experience agreements and policies, time sheets, pay (rate) authorization documents, forms I-9 and W-4, wage authorization forms, workstation information, and check stubs (where applicable).

7. **Payroll:** Payroll documentation for ten (10) MRGDC and two (2) Board employees for nine (9) pay periods as reflected in the following diagram.

No	Pay Period Start	Pay Period End	Pay Date
1	9/30/2023	10/13/2023	10/20/2023
2	10/14/2023	10/27/2023	11/3/2023
3	10/28/2023	11/10/2023	11/17/2023
4	1/20/2024	2/2/2024	2/9/2024
5	2/3/2024	2/16/2024	2/23/2024
6	2/17/2024	3/1/2024	3/8/2024
7	7/20/2024	8/2/2024	8/9/2024
8	8/3/2024	8/16/2024	8/23/2024
9	8/17/2024	8/30/2024	9/6/2024

Items reviewed included employee time sheets, pay (rate) authorization documents, forms I-9 and W-4, canceled checks, leave authorizations, and allocation worksheets (where applicable).

8. **Insurance:** The MRGDC and Board insurance certificate(s) applicable to the review period was evaluated for compliance with the requirements of its contract(s) with the Board.

9. **Audit:** We examined the MRGDC and Board audit reports prepared by *Garza and Gonzalez & Associates,* for the years ended as follows:
   - **Board**: Fiscal Year ended September 30, 2023, dated May 31, 2024 (no findings indicated)
   - **MRGDC**: Fiscal Year ended September 30, 2023, dated May 31, 2024 (no findings indicated)
10. **MRGDC Cash Equivalents:** Our review consisted of the following:

- We conducted an on-site physical count and reconciliation of gift cards at the MRGDC Fiscal Department.
- Reviewed MRGDC gas card audit for the most recent month available. The reconciliations conducted by the Workforce Centers as of 8/31/2024 were compared to the General Ledger.
- Reconciled all WFC end of month audits to the general ledger balances for *Dimmit, Edwards, Kinney, La Salle, Maverick, Uvalde, Real (Campwood and Leakey), Val Verde* and *Zavala* workforce centers.
- Reviewed and reconciled the October 29, 2024 MRGDC Fiscal Department report to the general ledger.

11. **Direct Child Care Payments**: A sample of fifteen (15) Child Care payment transactions were randomly sampled from 230 reports for the months of October 2023, February 2024, and August 2024. Documents reviewed, where applicable, included the following:
    - Child Care policies and procedures
    - Applicable client files
    - Provider files
    - Billing file(s) for the related provider
    - EFTs for the applicable billings
    - TWIST attendance report for child or paid claim report for the provider month
    - Listing of TRS and School Ready Providers
    - CCMS Maximum rates
    - TWIST rate schedule for each provider selected

12. **Procurement**: We reviewed supporting documentation for the following procurements occurring in and/or applicable to the review period.
    - Four (4) Board micro-procurements
    - Three (3) Board formal procurements

13. **Property**: We reconciled the MRGDC property value per its general ledger *trial balance* to the property insurance coverage.

14. **Conflict of Interest**: We examined executed conflict of interest statements as follows:
    - **MRGDC**: Reviewed five (5) of thirty-one (31) board members conflict of interest forms
    - **Board**: Reviewed five (5) of thirty-four (34) board members conflict of interest forms

15. **Workforce Board Meeting Minutes**: We reviewed a sample of the minutes of various Workforce Board meetings occurring during the period covered by this financial monitoring evaluation.

16. **Cost Allocation Plan:** We examined the MRGDC Cost Allocation Plan for the period October 1, 2024 through September 30, 2025.

17. **Cost Allocation Testing:** We tested a representative random sample of allocated transactions as reflected in the following diagram.

LINE	DESCRIPTION	FUND	ENTITY	MONTH
MIDDLE RIO GRANDE DEVELOPMENT COUNCIL				
1	Indirect Cost	8500	MRGDC	AUGUST 2024 (YTD)
2	Central Service Fee	1010	MRGDC	AUGUST 2024 (YTD)
		1010	WFB	AUGUST 2024 (YTD)
3	WF Program Pool	8400	MRGDC	AUGUST 2024 (YTD)
4	Monthly Salary Pool	8610	MRGDC	AUGUST 2024 (YTD)
				AUGUST 2024: Need CaseLoad Report
		AUGUST 2024: Database CaseLoad Report (TWIST or WIT)		
5	Regional Overhead Pool	8700	MRGDC	AUGUST 2024 (YTD)
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE (THE BOARD)				
6	WF ADMIN POOL	8300	WFB	AUGUST 2024 (YTD)
7	WF PROGRAM POOL	8600	WFB	AUGUST 2024 (YTD)

Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

The workpapers and source documents resultant from this review are maintained by Diaz, Smith and Associates and are available for inspection with approval by the Middle Rio Grande Workforce Development Board.

Findings

1. Procurement

Our procurement testing consisted of an evaluation of four (4) Board micro-procurements and three (3) formal procurements. Our review was conducted to assess compliance with the applicable Board/MRGDC policies and applicable federal and TWC promulgations. The formal procurements tested are itemized following.

- Annual Audit Services: RFP#: 0726024
- Energy Provider: RFP#: 0326024 (No bids were received in response to this procurement)
- Management and Operations of Workforce Solutions Middle Grande One-Stop Services: No RFP number indicated

Our review determined the following exceptions

A. Annual Audit Services: RFP#: 0726024

Part III- Proposal Evaluation Criteria item V Interview/Presentation Process of the RFP allows a maximum of fifteen (15) evaluation points. The Board of Directors Minutes dated August 27, 2024 indicate "*Discussion and /or action item to approve Audit RFP services for FY beginning on September 1, 2024 and ending on September 30, 2028 to Garza and Gonzalez*". There was no demonstration that Garza and Gonzalez presented/or were interviewed as per the RFP. However, all three (3) of the evaluators gave Garza and Gonzalez the maximum 15 points.

Recommendation

In its response to this report the Board should provide documentation sustaining the basis for the award of the maximum fifteen (15) points per Part III- Proposal Evaluation Criteria item V Interview/Presentation Process of the RFP.

The Board members who evaluated the responses based their assessments on the submitted proposals and their experience with Garza/Gonzalez. The presentation score was determined based on the documentation provided in the proposal.

Monitor Response

The response failed to include items demonstrating compliance with the RFP requirement of an interview of and/or a presentation by Garza and Gonzalez.

Status: Unresolved

B. Management and Operations of Workforce Solutions Middle Grande One-Stop Services: No RFP number indicated

Three (3) Independent evaluators were procured by the Board via an RFQ issued May 9, 2024. One of the three awardees was designated as lead evaluator/proposal reviewer. Per the independent evaluators report they scored the proposals as reflected in following diagram extracted from their report.

Section	MRGDC	Southwest Key	Career Team
Organizational Capacity	56	54	53
Demonstrated Effectiveness	38	52	51
Quality of Program Design	49	49.5	42
Fiscal Management/Financial Capabilities	65	61	64
Outreach and Partnerships	12	12	11
Reasonableness of Cost & Cost Effectiveness	21	24	22
HUB Tie Breaker	0	0	0
	241	252.5	243
Average	80.33333333	**84.16666667**	81
Total Budget Requested	$3,411,192	$3,270,190	$3,891,228
Total Participant Costs	$1,025,149	$1,108,430	$1,181,000
Total Operations	$1,751,566	$1,595,743	$1,989,577
Total FTE's	38.5	34	34.4
Total In Kind	$0	0	$40,000

Per the June 13, 2024 *Workforce Solutions Middle Rio Grande Board Minutes* Action Item 2: *"Review/Approve- Recommendation to the Full Board on the Top Proposal for the Management and Operations of Workforce Solutions Middle Rio Grande One Stop Services."*

The *"lead proposal reviewer, said there were 3 proposals, Middle Rio Grande Development Council, Career Team and Southwest Key. Each proposal was scored and reviewed using the Board's scoring tools. The highest scorer was Southwest Keys"*.

Per the Board minutes "*Each reviewer stated that Southwest Key has a lot of knowledge about the Workforce Programs. Southwest Keys had no findings in monitoring and auditing reports. Next highest score was Career Team. They are technology based. They have the capacity and experience; they have many contracts across the country and here in Texas. Middle Rio Development Council was the one that had the lowest score, did not write a good proposal. Middle Rio Development Council did not provide examples of new*

opportunities to make contracts better. They were not meeting performance measures they have a large number of monitoring findings.
The narrative did not explain how they were going to expand anything. Needed to see more examples of success with job seekers and employers. The other vendors provided that information"

Per the minutes two Board members made "*A recommendation to stay with MRGDC. (the) Motion Carried*"
The justification for making the award ***to other than*** the bidder with the highest scoring proposal *(as determined by the independent evaluators)* was not demonstrated in the Board meeting minutes or the procurement documentation we were provided.

Recommendations

During the exit conference for this review Board personnel indicated that TWC has selected this procurement for their review. Accordingly, we defer our recommendation pending the Boards demonstration of the results of the TWC review of this procurement.

This is still being reviewed by TWC.

Monitor Response

Status: Unresolved pending receipt of results of TWC review

Prior Period Finding

Cost Allocation Plan

We were not provided the Cost Allocation for the Fiscal Year October 1, 2022 through September 30, 2023. The plan we were provided was for the period October 1, 2023 through September 30, 2024 which is outside the scope of this review.

Recommendations

In its response to this report the MRGDC should provide the e Cost Allocation for the Fiscal Year October 1, 2022 through September 30, 2023.

Prior Period MRGDC Response: See Attachment F

Monitor Determination

The documents provided did not include the plan applicable to the review period. Therefore, we were unable to do compliance testing on the review period Cost Allocation Plan. Further testing on this item will be conducted, during a follow-up financial monitoring review.

Status: Unresolved.

It seems like there is a misunderstanding or miscommunication regarding the Cost Allocation Plan (CAP) in the review process. Here's a clearer summary of the issues raised:

1. **Prior Period Finding Reference**:
    - The report identifies a "Prior Period Finding" related to the Cost Allocation Plan.
    - However, this has not been a finding in audits, SRM (Subrecipient Monitoring), or financial monitoring.
    - TWC (Texas Workforce Commission) has confirmed that the salary bases methodology used in the CAP is correct.
2. **Provision of the Cost Allocation Plan**:
    - The CAP for FY23 and FY24 was uploaded to the shared drive on October 3, 2024.
    - These plans cover the periods from:
        - October 1, 2022, to September 30, 2023 (FY23).
        - October 1, 2023, to September 30, 2024 (FY24).
    - Despite this, the report states that the CAP was not provided and marks the issue as "unresolved."
3. **Request Outside Scope**:
    - On December 23, 2024, an email was received requesting the CAP for FY25.
    - This request pertains to a time period outside the review scope of FY23 and FY24.

Current Period Follow-up Review

We examined the MRGDC Cost Allocation Plan for the period October 1, 2024 through September 30, 2025.

Status: Resolved

Monitor Response

The prior period finding was cleared by reviewing the plan applicable to the period covered by this review, i.e. "*current period follow-up review*." As indicated (above) the prior period finding was cleared and no current period finding was indicated. Accordingly, no response was required for this item.

Workforce Solutions Middle Rio Grande Board

Executive Committee

February 13, 2025

Information Item

Update on Board Members Nominations and TWC Approvals

PURPOSE

To update the Board on the CEO appointed WFSMRGB members and vacancies, submitted as of February 5, 2025.

DISCUSSION

a. The following counties have members whose terms will be expiring in June 2025

Kinney Co.	1
La Salle Co.	1
Maverick Co.	3
Real Co.	1
Uvalde Co.	2
Val Verde Co.	3
Zavala Co.	2
State Appointments	1

b. Pending Appointments:

1 Private Sector – Uvalde (pending CEO nomination)

1 Private Sector – Val Verde (pending CEO nomination)

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

WFS MRG Board Membership Matrix

			Category	Term Ends
Dimmit County - Judge Gomez-Ponce				
1	Manuel	Estrada, Jr.	CBO	6/30/2026
2	Rodrigo	Jaime	Private Sector	6/30/2027
3	Lydia	Seiple	CBO	6/30/2027
Edwards County - Judge Shanklin				
4	Michael D.	Grooms	Private Sector	6/30/2026
5	James	Glasscock	CBO	6/30/2026
Kinney County - Judge Schuster				
6	Sara	Rivas	Literacy	**6/30/2025**
7	Dana	Johnson	Private Sector	6/30/2027
La Salle County - Judge Martinez				
8	Cecil Tye	Snowden	Private Sector	6/30/2026
9	Myrta	Garcia	CBO	**6/30/2025**
Maverick County - Judge Cantu				
10	Larry B.	Martin	Private Sector	6/30/2027
11	Yolanda	Ramon	Private Sector	6/30/2026
12	Romelia	Aranda	Private Sector	6/30/2026
13	Dora Alicia	Garza Velazquez	CBO	6/30/2027
14	Christoper	Hiller	Private Sector	**6/30/2025**
15	Aaron	Valdez	Private Sector	**6/30/2025**
16	Nancy	Rodriguez	Private Sector	**6/30/2025**
Real County - Judge Rubio				
17	Wendall B.	Sansom, Jr.	Private Sector	**6/30/2025**
18	Shelly	Collins	Private Sector	6/30/2027
Uvalde County - Judge Mitchell, Lead CEO				
19	Margot	Mata	ABE	6/30/2026
20	Jesse	Rizo	Labor	6/30/2027
21	Juan	Martinez	Private Sector	6/30/2026
22	Vacant		Private Sector	
23	Jesus R. (J.J.)	Suarez	Education - Post	**6/30/2025**
24	Ernesto	Flores	CBO	**6/30/2025**
Val Verde County - Judge Owens				
25	Sergio	Diaz	Private Sector	6/30/2027
26	Vacant		Private Sector	
27	Rogelio	Gonzalez	Education - Sec.	**6/30/2025**
28	Blanca G.	Larson	Private Sector	**6/30/2025**
29	Jorge	Ramon	Econ. Dev.	6/30/2027
30	Juan Carlos	Vazquez	Private Sector	**6/30/2025**
Zavala County - Judge Martinez-Rivera				
31	Jose Luis	Barajas	Private Sector	6/30/2026
32	Arturo	Gonzales	CBO	6/30/2026
33	Laura	Lopez	Private Sector	**6/30/2025**
34	Jesse	Martinez, Jr.	Private Sector	**6/30/2025**
State Appointments				
35	Monica	Gonzales	Voc. Rehab.	6/30/2026
36	Aracely	Castle	Public Asst.	6/30/2027
37	Timothy L.	Grant	Public Empl.	**6/30/2025**

SECTOR MEMBERSHIP	Current	Required
Private	18	19
CBO	8	6
Education	2	2
ABE	1	1
Econ. Dev.	1	1
Labor	1	1
Literacy	1	1
Public Employ.	1	1
Public Assist.	1	1
Voc. Rehab.	1	1
State	0	3
Total	35	37

Distribution by County	Current	Required
Maverick	7	7
Val Verde	5	6
Uvalde	5	6
Zavala	4	4
Edwards	2	2
Real	2	2
Dimmit	3	3
La Salle	2	2
Kinney	2	2
State	3	3
Total	35	37

Workforce Board of Directors
Committee List

Economic Development	Child Care	Monitoring and Oversight	Finance and Audit	Executive
Jorge Ramon, II*	Margot Mata*	Juan Martinez*	Myrta Garcia*	Christopher Hiller*
Michael Grooms	Lydia Seiple	Sara Rivas	Ernest Flores	Laura Lopez
James Glasscock	Nancy Rodriguez	Yolanda Ramon	Sergio Diaz	Jesse Martinez, Jr
Laura Lopez	Arturo Gonzales	Romelia Aranda	Aaron Valdez	Myrta Garcia
Christopher Hiller	Monica Gonzales	W.B. Samson	Larry Martin	Rodrigo Jaime
Jesse Martinez, Jr.	Dora A Garza	Monica Gonzales	Rodrigo Jaime	
Rogelio Gonzalez	Manuel Estrada	Timothy Grant		
Blanca Larson		Jessie Rizo		
Meeting Times all on February 13, 2025				
9:00 am	9:30 am	10:00 am	10:30 am	11:00 am

*Committee Chairs

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	December Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	***544,770***	77,742	142,102	***402,668***	26%
FRINGE BENEFITS	***204,507***	17,689	45,321	***159,186***	22%
INCENTIVE ADJUSTMENTS	***58,739***	0	27,042	***31,697***	0%
ACCOUNTING & AUDITING	***37,500***	0	7,504	***29,996***	20%
PROF. FEES/CONTRACTUAL	***62,500***	10,385	13,385	***49,115***	21%
BOARD TRAVEL - I / R	***10,000***	0	1,081	***8,919***	11%
BOARD TRAVEL - O / R	***8,000***	0	3,243	***4,757***	41%
TRAVEL - I / R	***40,000***	2,332	6,996	***33,004***	17%
TRAVEL - O / R	***42,000***	12,913	20,954	***21,047***	50%
SPACE - BOARD	***54,000***	4,449	13,346	***40,654***	25%
SPACE - COLOCATION	***400,000***	32,617	97,916	***302,084***	24%
UTILITIES	***5,000***	0	1,486	***3,514***	30%
SUPPLIES/MATERIALS	***60,000***	17,813	14,046	***45,954***	23%
EQUIPMENT PURCHASES	***20,000***	0	0	***20,000***	0%
EQUIPMENT / LEASE / MAINT.	***25,000***	3,319	17,765	***7,235***	71%
PRINTING / ADVERTISING	***5,000***	3,015	4,192	***808***	84%
INSURANCE / BONDING	***3,000***	0	0	***3,000***	0%
POSTAGE	***2,500***	503	503	***1,997***	20%
SUBSCRIPTION / DUES	***5,000***	1,365	1,887	***3,113***	38%
COMMUNICATIONS	***20,000***	878	3,296	***16,704***	16%
FISCAL ENTITY FEE	***109,000***	10,676	32,249	***76,751***	30%
IT FEE	***74,294***	3,816	11,529	***62,765***	16%
TRAVEL ALLOWANCE	***12,000***	0	0	***12,000***	0%
STAFF TRAINING	***10,000***	0	0	***10,000***	0%
Childcare Quality Supplies/Materials	***1,873,800***	129,509	340,244	***1,533,556***	18%
NETWORK UPGRADES	***110,671***	111,100	0	***110,671***	0%
SUBTOTAL	***3,797,281***	440,121	806,086	***2,991,195***	21%
INDIRECT	***0***	0	0	***0***	0%
GRAND TOTAL	***3,797,281***	440,121	806,086	***2,991,195***	21%
			Percentage of Fiscal Year 2023-24		25%

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2024 - September 30, 2025

Fiscal Year 2024-25

WORKFORCE ADMINISTRATION

STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	December Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	***544,770***	77,742	142,102	***402,668***	26%
FRINGE BENEFITS	***204,507***	17,689	45,321	***159,186***	22%
INCENTIVE ADJUSTMENTS	***58,739***	0	27,042	***31,697***	0%
ACCOUNTING & AUDITING	***37,500***	0	7,504	***29,996***	20%
PROF. FEES/CONTRACTUAL	***62,500***	10,385	13,385	***49,115***	21%
BOARD TRAVEL - I / R	***10,000***	0	1,081	***8,919***	11%
BOARD TRAVEL - O / R	***8,000***	0	3,243	***4,757***	41%
TRAVEL - I / R	***40,000***	2,332	6,996	***33,004***	17%
TRAVEL - O / R	***42,000***	12,913	20,954	***21,047***	50%
SPACE	***54,000***	4,449	13,346	***40,654***	25%
UTILITIES	***5,000***	0	1,486	***3,514***	30%
SUPPLIES	***60,000***	17,813	14,046	***45,954***	23%
EQUIPMENT PURCHASES	***20,000***	0	0	***20,000***	0%
EQUIPMENT / LEASE / MAINT.	***25,000***	3,319	17,765	***7,235***	71%
PRINTING / ADVERTISING	***5,000***	3,015	4,192	***808***	84%
INSURANCE / BONDING	***3,000***	0	0	***3,000***	0%
POSTAGE	***2,500***	503	503	***1,997***	20%
SUBSCRIPTION / DUES	***5,000***	1,365	1,887	***3,113***	38%
COMMUNICATIONS	***20,000***	878	3,296	***16,704***	16%
FISCAL ENTITY FEE	***109,000***	10,676	32,249	***76,751***	30%
IT FEE	***74,294***	3,816	11,529	***62,765***	16%
TRAVEL ALLOWANCE	***12,000***	0	0	***12,000***	0%
STAFF TRAINING	***10,000***	0	0	***10,000***	0%
Childcare Quality Supplies/Material	***1,873,800***	129,509	340,244	***1,533,556***	18%
NETWORK UPGRADES	***110,671***	111,100	0	***110,671***	0%
SUBTOTAL	***3,397,281***	407,504	708,170	***2,689,111***	21%
INDIRECT	***0***	0	0	***0***	0%
GRAND TOTAL	***3,397,281***	407,504	708,170	***2,689,111***	21%
			Percentage of Fiscal Year 2023-24		25%

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2024 - September 30, 2025

Fiscal Year 2024-25

CO-LOCATION RENT

STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	December Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	***0***	0	0	***0***	0%
FRINGE BENEFITS	***0***	0	0	***0***	0%
INCENTIVE ADJUSTMENTS	***0***	0	0	***0***	0%
ACCOUNTING & AUDITING	***0***	0	0	***0***	0%
PROF. FEES/CONTRACTUAL	***0***	0	0	***0***	0%
BOARD TRAVEL - I / R	***0***	0	0	***0***	0%
BOARD TRAVEL - O / R	***0***	0	0	***0***	0%
TRAVEL - I / R	***0***	0	0	***0***	0%
TRAVEL - O / R	***0***	0	0	***0***	0%
SPACE	***400,000***	32,617	97,916	***302,084***	24%
UTILITIES	***0***	0	0	***0***	0%
SUPPLIES	***0***	0	0	***0***	0%
EQUIPMENT PURCHASES	***0***	0	0	***0***	0%
EQUIPMENT / LEASE / MAINT.	***0***	0	0	***0***	0%
PRINTING / ADVERTISING	***0***	0	0	***0***	0%
INSURANCE / BONDING	***0***	0	0	***0***	0%
POSTAGE	***0***	0	0	***0***	0%
SUBSCRIPTION / DUES	***0***	0	0	***0***	0%
COMMUNICATIONS	***0***	0	0	***0***	0%
FISCAL ENTITY FEE	***0***	0	0	***0***	0%
IT FEE	***0***	0	0	***0***	0%
TRAVEL ALLOWANCE	***0***	0	0	***0***	0%
STAFF TRAINING	***0***	0	0	***0***	0%
Childcare Quality Supplies/Materials	***0***	0	0	***0***	0%
NETWORK UPGRADES	***0***	0	0	***0***	0%
SUBTOTAL	400,000	32,617	97,916	***302,084***	24%
INDIRECT	***0***	0	0	***0***	0%
GRAND TOTAL	400,000	32,617	97,916	***302,084***	24%

Percentage of Fiscal Year 2023-24 25%

MIDDLE RIO GRANDE DEVELOPMENT COUNCIL

October 1, 2024 - September 30, 2025
Fiscal Year 2024-25
WORKFORCE PROGRAMS DIVISION
STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-25 Budget	December Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	***1,567,902***	125,513	369,727	***1,198,175***	24%
ONE TIME INCENTIVE PAY	***99,583***	0	91,667	***7,916***	0%
FRINGE BENEFITS 46.28%/45.56%	***725,625***	54,589	139,381	***586,244***	19%
ACCOUNTING & AUDITING	***27,103***	0	0	***27,103***	0%
PROF. FEES/CONTRACTUAL	***42,000***	0	5,686	***36,314***	14%
TRAVEL - I / R	***77,596***	1,345	6,514	***71,082***	8%
TRAVEL - O / R	***29,000***	3,107	9,105	***19,895***	31%
SPACE	***64,544***	2,789	13,406	***51,138***	21%
UTILITIES	***47,187***	6,620	26,539	***20,648***	56%
SUPPLIES	***87,596***	43,303	60,026	***27,570***	69%
EQUIPMENT PURCHASES	***0***	0	0	***0***	0%
EQUIPMENT / LEASE / MAINT.	***40,000***	8,704	31,846	***8,154***	80%
PRINTING / ADVERTISING	***9,463***	0	19	***9,444***	0%
INSURANCE / BONDING	***21,400***	0	9,913	***11,487***	46%
POSTAGE	***23,000***	937	4,366	***18,634***	19%
SUBSCRIPTION / DUES	***12,500***	37	260	***12,240***	2%
COMMUNICATIONS	***86,859***	6,485	23,282	***63,577***	27%
STAFF TRAINING	***42,098***	0	0	***42,098***	0%
FISCAL ENTITY FEE	***233,149***	27,432	81,297	***151,852***	35%
IT FEE	***89,561***	9,804	29,056	***60,505***	32%
NON-OPERATIONAL/PASSTHRU	***10,504,446***	780,162	2,448,193	***8,056,253***	23%
NETWORK UPGRADES	***47,187***	40,213	40,479	***6,708***	86%
SUBTOTAL	***13,877,799***	1,111,038	3,390,761	***10,487,038***	24%
INDIRECT 10.0000%/9.1836%	***229,353***	18,208	60,878	***168,475***	27%
GRAND TOTAL	***14,107,152***	1,129,246	3,451,640	***10,655,512***	24%
			Percentage of Fiscal Year 2024-25		25%

TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT
AMENDMENT NUMBER 004

TWC Contract Number	2724WPA001
ABA Contract Number	2723ABA001
Grant Program Title	WAGNER-PEYSER EMPLOYMENT SERVICES
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 **December 30, 2024.**	
Grant Period	
The Grant Period is amended as follows: Current End Date: **December 31, 2024** Amended End Date: **February 28, 2025** 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 1.2. Changes are in bold. If blank, there are no changes to this section.
Grant Award Amount
Grant Award Amount amended as follows: If blank, there are no changes to this section. **Total Amended Grant Award Amount: No Change**
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: 1. This amendment will correct a clerical error in the previous amendment regarding the allowable expenditure start date for the Fiscal Year 2024 budget period. 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** Ryan Clinton for Leslie Kruse Leslie A Kruse Deputy Division Director, Workforce Development Grants Date: 12/23/2024
Award Acceptance	**Workforce Solutions Middle Rio Grande Board** Christopher Hiller Christopher Hiller Board Chair Date: 12/30/2024 **Fiscal Agent: Middle Rio Grande Development Council** Michelle Garcia Michelle Garcia Executive Director Date: 12/30/2024

POLICY LETTER

ID NO:FISCAL07 CHG1 **DATE ISSUED:** February 13, 2025

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

FROM: **Rosie Lozano, Executive Director**

SUBJECT: **Accounts Payable**

PURPOSE: To establish procedures for paying for goods and services purchased by WFSMRG.

REFERENCES:
2 CFR 200
WFSMRG P.O./ Procurement Policy

POLICY:

A. Prior to submitting any expense for payment, the appropriate division director shall ensure the expense is necessary, reasonable, allocable and allowable under the purpose of the award(s)

B. Purchases initiated with an Electronic Requisition must have the following documentation on file in accounting before payment will be made:

- Copy of Purchase Order with notation of receipt and approval for payment.
- Vendor's original invoice.

C. Accounting personnel will enter invoices into an account's payable session in the accounting software.

D. The finance officer will review the accounts payable session.

1. The A/P sessions will be reviewed to ensure availability of funds, proper coding and completeness of documentation.
2. After the Finance Officer has reviewed the A/P session it will be posted into the general ledger

E. A Check or Voucher sessions is created by accounting personnel.
1. Accounting personnel will create a check/vouched session in the accounting software. Accounting personnel will select the invoices for payment from the available posted invoices. The accounting personnel will consult the check number log for the next available check number which will be assigned as the first check number in the check/voucher run.

F. Payments will be subject to the following guidelines:
1. No payment will be made from a packing slip, a vendor's monthly statement.
2. Utilities, telephone bills, rent payments, building purchase payments and installment payments are made monthly without a Purchase Order.

G. Scheduling

All accounts payable must be in the fiscal department by 12:00 p.m. on Wednesday prior to disbursement. Schedule changes must be approved by the accountant.

H. Check Disbursements

Checks will be mailed directly to the vendor. The Controller must approve any exceptions to the mailing of checks. If an exception is made for the vendor to receive the check in person, then the vendor must sign a copy of the check and provide a copy of the vendor's ID to be filed in the vendor file. Checks will be mailed by an Accounting Specialist other than the Accounting Specialist that prepared the check.

I. Cash Disbursements Check Register

A check register listing all disbursements by check number, payee and amount is reviewed and initialed by the Accountant/Finance Officer or Controller.

J. Internal Control

As invoices are received for entry, an accounts payable clerk will verify the following:

1. Approval signatures are on the supporting documents.
2. Original invoice is current and all required support, including purchase order, purchase requisition and acknowledgement of receipt is attached.
3. Payee agrees with supporting documents.

K. The Board will not pay late fees penalties, finance charges or any other compensation. Payments for goods and services must be paid no later than 30 days after the receipt of goods/services or receipt of a complete invoice.

EFFECTIVE DATE:
October 1, 2024

RECISSIONS:
None

INQUIRIES:
If you have any questions regarding this policy, please contact marcos.gonzales@wfsmrg.org or 830-486-7501

Workforce Solutions Middle Rio Grande Board

Finance and Audit

February 13, 2025

Action Item
Financial & Data Analysis Monitoring and Oversight

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

DISCUSSION

Procurement
Date of Scope: October & November 2024
Sample Size: 6 files
Error Rate: 0%

Overall, six files were sampled four (4) WF direct funds, one (1) from the Pool (8300) and one (1) from Central Service (1010). The files consisted of office supplies and software renewals.

Bank Reconciliation
Date of Scope: October & November 2024
Sample Size: 4 files
Error Rate: 0%

Review for the Consolidated, General Fund, Payroll, Participant's bank accounts. Bank statements and reconciliations for the accounts were made in a timely manner.

General Ledger and Cash Disbursements
Date of Scope: October & November 2024
Sample Size: 8 files
Error Rate: 0%

The sample funds for October 2024 were the Child Care fund groups and the November 2024 were Workforce funds. All funds are balanced to the General Ledger and CEDR and have been reviewed and completed following board policy.

Payroll
Date of Scope: August & September 2024
Sample Size: 3 files

Error Rate: 0%

Items reviewed included employee time sheets, pay (rate) authorization documents, forms I-9 and W-4, canceled checks, leave authorizations, and allocation worksheets (where applicable).

Incentive Cards
Date of Scope: January 2025
Sample Size: 3 offices
Error Rate: 0%

Sample was done January 13 – 14 at the Eagle Pass, Del Rio and Fiscal Office. A physical count was done on site. Card Distribution forms, email for card requests and POs of recent cards distributed to clients were gathered during monitoring visit. A physical count was done at the Fiscal Office of all the cards that are housed there and were reconciled to Normal Trail balance and Fiscal balance book.

Financial and Data Analysis, approve all Cash Draw and Expenses for each grant. We have been meeting for the Internal Expenditure Report by the Fiscal Entity and the Executive Board Staff each month for completeness and accuracy before the 20th of each month.

CORRECTIVE ACTION

None with one note: Recommendation to purchase a small safe for the Crystal City Workforce Office.

BOARD RECOMMENDATION

To Approve Financial & Data Analysis Monitoring and Oversight of the Fiscal Entity.

WORKFORCE SOLUTIONS
MIDDLE RIO GRANDE

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POLICY LETTER

ID NO:CC06 Change 1 **DATE ISSUED: February 13, 2025**

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

FROM: **Rosie Lozano, Executive Director**

SUBJECT: **Reporting and Fact-Finding for Suspected Fraud, Waste, Theft, and Program Abuse, and Recovery of Improper Payments**

PURPOSE:
The purpose of this policy is to is to provide guidance on preventing, reporting and taking appropriate action concerning suspected fraud and/or program abuse.

REFERENCES:
FDCM Letter 01-2024 issued April 26, 2024
TWC WD 05-18, Change 1
TAC Title 40, Part 20, § 809.19(c), 809.75, 809.111, and 809.117(d) TWC Chapters 802, 809, 823

POLICY:
Definitions

- **Abuse** is defined as the intentional and unacceptable use of grant funds or misuse of one's position, or the intentional or improper use of government resources that can include the excessive or improper use of one's position, in a manner contrary to its rightful or legally intended use. It can take many forms, including fraud, waste, and mismanagement. Examples of abuse include the following:
  - The intentional or wrongful use or destruction of state resources.
  - The excessive or improper use of an employee's or official's position in a manner other than its rightful or legal use.

It is important to prevent abuse to ensure that grant funds are used for their intended purposes and within established guidelines.

- **Adverse Action** is any action taken by the Board or TWC against a customer, parent, or provider resulting in recoupment, denial, or reduction in benefits or services to a party, including denying, delaying, reducing, suspending, or terminating a parent's eligibility or child's enrollment.

- **Clear and Convincing Evidence Standard** is a higher standard, carrying a greater burden of persuasion than the preponderance of the evidence standard. Clear and convincing proof means that the evidence presented by a party must be highly and substantially more probable to be true than not, and the fact-finder must have a firm conviction of its factuality.

- **Emergency Reporting** is required for any incident that may be a high-profile incident. High-profile incidents must be reported to the FDCM Office of Investigations (OI) immediately for investigation.

- An **Employee** is any TWC staff member, Board member, Board staff member, or employee of a subrecipient whose work directly involves a TWC program and/or fund. This does not include a parent or provider.

  Example: Board A contracts with Subrecipient B to be its primary child care subrecipient. Subrecipient B is the subrecipient and considered an employee for the purposes of this policy. Subrecipient B, in turn, contracts with individual child care providers, such as ABC Care or XYZ Kid, to provide services. The child care providers are not considered employees.

- **Fraud** occurs when an individual obtains or increases a benefit or other payment, either for the individual or another individual, by:
  • making a false statement or representation, knowing it to be false; or
  • knowingly failing to disclose a material fact.

- **High-Profile Incident** is an allegation that may attract media attention or may result in the disqualification of a provider from participating in CCS or criminal allegations.

- **Not Substantiated** is one of the possible outcomes of an investigation. This determination may be used when there is not enough evidence that the subject committed fraud.

- A **Parent** is an individual who is responsible for the care and supervision of a child and is identified as the child's natural parent, adoptive parent, stepparent, legal guardian, or person standing in loco parentis (as determined in accordance with Commission policies and procedures). Unless otherwise indicated, the term applies to a single parent or both parents. (TWC Rules Chapter 809.2 (18))

- **Partially Substantiated** is one of the possible outcomes of an investigation. This determination may be used when a case involves multiple allegations and there is sufficient evidence to substantiate at least one of the allegations.

- **Predication** is the justification for opening a case.

- **Program Integrity Reporting Tracking System (PIRTS)** is a tool that Boards and OI must use to report and track child care fact-finding, fraud determinations, and recoupments. It is also used to report fact-finding for all other TWC programs affected by fraud, waste, and abuse.

- A **Provider** is defined in TWC Rules Chapter 809.2 (20) as a: A. regulated child care provider;
  B. relative child care provider; or
  C. listed family home subject to the requirements in §809.91(e) of this chapter.

- A **Subrecipient** is an entity, usually but not limited to a non-Federal entity, that receives a subaward from a pass-through entity1 to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR 200.1). Subrecipients, sometimes referred to as Boards or grantees, are entities that are receiving TWC grant funding and serving TWC customers with those funds.
  - Child Care Contractor – The entity or entities under contract with the Board to manage child care services. This includes contractors involved in determining eligibility for child care services, contractors involved in the billing and reimbursement process related to child care, as well as contractors involved in the funding of quality improvement activities as described in §809.16 of this chapter.

- **Substantiated** means that there is Clear and Convincing evidence that proves the subject of an investigation committed fraud.

- **Theft** is the unlawful appropriation of property with the intent to deprive the owner of that property.

- **Undetermined** is one of the possible outcomes of an investigation. This determination may be used when, based on the facts of the case, it is unclear whether the subject committed fraud or that a determination can no longer be made.

- **Waste** is any practice that a reasonably prudent individual may deem a careless or inefficient use of resources, items, or services. Waste includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

Suspected Fraud

Predication for Suspected Fraud Reporting and Fact-Finding in Child Care Program

WFSMRGB/Subrecipient will use the fraud detection reports described in Technical Assistance Bulletin 276, Change 1, issued July 13, 2022, and titled "Child Care and Unemployment Insurance Early Warning Report and Child Care Income Report" to detect potential fraud. These reports effectuate the Agency's requirements in Texas Labor Code 301.191 to detect and prevent fraud, waste, and abuse in the child care program.

WFSMRGB/Subrecipient will investigate all referrals from the Office of Investigations.

WFSMRGB/Sub-recipient must be aware of the following:

Pursuant to TWC Chapter 809 Child Care Services Rule §809.112(a), a parent, provider, or any other individual in a position to commit fraud may be suspected of fraud, and cause for Boards to conduct fact-finding or TWC to initiate a fraud investigation, if the individual presents, or causes to be presented, to the Board or its child care subrecipient one or more of the following items:

- A request for reimbursement in excess of the amount charged by the provider for the child care.
- A claim for child care services if evidence indicates that the individual may have:
  - known, or should have known, that child care services were not provided as claimed;
  - known, or should have known, that information provided is false or fraudulent;
  - received child care services during a period in which the parent or child was not eligible for services;

- known, or should have known, that child care subsidies were provided to an individual not eligible to be a provider; or
- otherwise indicated that the individual knew, or should have known, that the actions violated TWC rules, state or federal statutes, or regulations relating to child care services.

- Pursuant to §809.112(b), the following parental actions may be grounds for suspected fraud and cause for WFSMRGB/Subrecipient to conduct fact-finding or TWC to initiate a fraud investigation:

  - Not reporting, or falsely reporting at initial eligibility or at eligibility redetermination, the following:

    - Household composition or income sources or amounts that would have resulted in ineligibility or a higher parent share of cost.
    - Work, training, or education hours that would have resulted in ineligibility.

  - Not reporting the following during the 12-month eligibility period:
    - Changes in income or household composition that would cause the family income to exceed 85 percent of state median income (SMI) (taking into consideration fluctuations of income).
    - A permanent loss of job or cessation of training or education that exceeds three months.
    - Improper or inaccurate reporting of attendance.

Requirements and Procedures for Reporting Suspected Fraud

WFSMRGB/Subrecipient will require any member of the Board, Board staff, or subrecipient staff that has knowledge of suspected fraud, waste, abuse, possible illegal expenditures, unlawful activity, or violations of law or TWC rules, policies, and procedures occurring under the Child Care program to report such information to TWC's Office of Investigations, as further outlined below, **regardless of the dollar amount involved.** Boards must not terminate any provider from CCS participation based on a fraud determination without first notifying TWC's Office of Investigations.

Report Employee-Related and High-Profile Incidents Immediately to OI

If the suspected fraud involves a high-profile incident or an employee-related incident relating to child care operations, Boards must immediately contact OI.

•**High-profile incident:** Is an allegation that may attract media attention or may result in the disqualification of a provider from participating in CCS or criminal allegations.

•**Employee-Related Incidents**: OI will investigate any suspected fraud involving an employee as it relates to the Child Care program or funds. OI does not review incidents that do not affect the program. (See definition of Employee.) Boards must not conduct fact-finding on fraud incidents that involve TWC, Boards, or subrecipient employees unless OI specifically directs them to. TWC maintains full jurisdiction over TWC, Boards, and subrecipient employee investigations.

For the purpose of this policy, the following example does not require reporting to OI and must follow established Board or subrecipient personnel policies.

***Example**: Board D contracts with Company E to be its primary subrecipient. An employee of Company E submits check stubs to secure a personal loan to purchase a vehicle. After the dealership verifies employment, Company E learns that the employee falsified gross income on check stubs.*

- If the employee's job duties involve the handling of TWC programs, grants, or funds, the incident DOES require a referral to OI.
- If the employee's job duties do not involve the handling of TWC programs, grants, or funds, the incident DOES NOT require a referral to OI. The Board and subrecipient must follow internal personnel policies.

Reporting Instructions for Employee-Related and High-Profile Incidents:

1. Complete the FDCM –32 Incident Report immediately upon learning of the incident. Instructions are available on the FDCM–32instr form.

2. Submit an FDCM–32 and any associated documentation relating to the incident by email to OI at FDCM.OfficeofInvestigations@twc.texas.gov. To maintain confidentiality of any sensitive information in FDCM-32, Boards must ensure that all emails are encrypted.

WFSMRGB/Subrecipient do not enter these employee-related or high-profile incidents in PIRTS or conduct investigations on these incidents.

3. OI will notify the Board if the fraud is substantiated.

   If OI determines that the reported incident is not employee-related or high-profile and may be completed by the Board, the case will be returned to the individual who reported the incident.

Report Suspected Parent and Provider Fraud within Five Business Days

If the suspected fraud is not a high-profile incident and does not involve an Employee, WFSMRGB/Subrecipient will enter the incident into PIRTS no later than five business days from the date of discovering such an act. *Entering the incident in PIRTS satisfies the Board's requirement to notify OI.*

Parent and Provider Incidents: The WFSMRGB/Subrecipient must ensure that the following actions are taken:

- The case must be entered into PIRTS within five business days of the Board learning of the allegation.
- To gain access to PIRTS, Boards must complete the PIRTS User Agreement (FDCM-67) and receive training from OI staff.
- Cases that do not meet the criteria may be referred to Boards for investigation by OI.

BOARD INVESTIGATIONS

WFSMRGB/Subrecipient will ensure that the following occurs for each parent and provider case:

1. **PIRTS ENTRY:** WFSMRGB/Subrecipient will ensure that cases are entered into PIRTS within five business days of learning of the allegation. Creation of the PIRTS entry constitutes sending a notice to OI.

   WFSMRGB/Subrecipient will ensure that all steps of the investigation, recoupment, and appeals process are documented in PIRTS.

   Additionally, fact-finding must be concluded within 90 days of case entry into PIRTS. If fact- finding cannot be completed within 90 days, a journal entry must be made in PIRTS to explain the reason for the delay (such as needing assistance from OI with a subpoena).

2. **FACT-FINDING**: WFSMRGB/Subrecipient will ensure that administrative fact-finding steps are documented in PIRTS.

Administrative fact-finding documents must also include the following in PIRTS:

- Ineligibility periods
- Costs of services provided during the period or periods of ineligibility
- Improper payments
- Whether services will be terminated for the parent or provider. WFSMRGB/Subrecipient will notify TWC's Office of Investigations prior to terminating any provider's CCS participation based on a fraud determination

3. **DOCUMENTATION**: WFSMRGB/Subrecipient will ensure that fact-finding, determination letters, collection letters, and final demand letters, including any appeals and improper payment amounts, are documented in PIRTS. Additionally, WFSMRGB/Subrecipient will ensure that letters, relevant documents, and evidence are uploaded to the Network File Share (NFS) in PIRTS.
4. **ENTER A DETERMINATION IN PIRTS**: At the conclusion of an investigation, the WFSMRGB/Subrecipient will consider the facts to determine whether a case is substantiated, partially substantiated, not substantiated, or undetermined. A substantiated determination musts how Clear and Convincing evidence that the subject has committed fraud. To substantiate a fraud determination, the WFSMRGB/Subrecipient must show that there was an **intentional misrepresentation of a material fact or detail, which can include failing to disclose a material fact**.
    - See Rule 809.111(e) and (f) for additional procedures involving the review of fraud reports at the Commission level.
    - Boards must adhere to guidelines included in G-500: Board Corrective Adverse Actions, from the Child Care Services Guide.

Intentional—To establish intent, there must be Clear and Convincing evidence that a fact or detail was purposefully misrepresented. The facts must show that the individual knew or should reasonably have known that the information submitted was incorrect or that the individual intentionally failed to provide required information.

By using the information gathered through fact-finding, WFSMRGB/Subrecipient must determine whether fraud was committed by answering the following questions:

- Did the individual have knowledge of the misrepresentation?
- Was there an admission of wrongdoing?
- Did the individual know or should reasonably be expected to have known that the information submitted was incorrect? Consider the following factors regarding this question:
  - Were they a first-time customer?
  - What was their level of education?
  - Had they been involved in a previous issue and/or fraud case?
  - Was the correct information provided during eligibility determination or redetermination?
  - Were they provided child care parent responsibilities and reporting information?
  - Were efforts made to seek clarification?
  - Was their mistake reasonable?

Material—If there was an intentional misrepresentation of a fact or detail, was or is that fact or detail important to the outcome of an eligibility decision? Did this misrepresentation create the possibility or probability of an individual receiving something to which that individual would not otherwise be entitled?

5. SEND DETERMINATION LETTER

When fact-finding results in an adverse action, WFSMRGB/Subrecipient will send a determination letter to the adversely affected party within one day of the case status changing to "pending closure."

WFSMRGB/Subrecipient will upload the determination letter into the PIRTS NFS and note the date the determination letter is mailed under Program Collections, which will start a 30- business day response timer in the PIRTS program.

OI cases may be referred to the Board for issuance of the determination letter and improper payment recoupments.

WFSMRGB/Subrecipient recoupments on OI cases will be documented in PIRTS by creating and relating a case to the original OI case.

An individual has the right to appeal a determination that affects the type and level of services they are provided. A determination letter is a written statement relating to an adverse action that is issued by either a Board, its designee, or TWC and sent to either a TWC customer, provider, or subrecipient relating to denial or termination of eligibility under programs administered by TWC or the Board.

A determination letter must include the following:

- A brief statement of the Adverse Action
- The mailing date of the determination letter
- An explanation of the individual's right to appeal (See TAC § 823.11 and Texas Labor Code § 301.192)
    - For determinations issued by the Board, the letter should include the procedures for requesting informal resolution with the Board and for filing an appeal to the Board, including the appeal deadline of no later than 14 calendar days after the mailing date. The Board Informal Resolution procedure is described in § 823.12 and the Board Review process is detailed in § 823.13.
    - For determinations issued by the Office of Investigation, the appeal process follows that which is described in § 823.20 – State-Level Complaints, which are filed with TWC's Appellate Services department.
- The procedures for filing an appeal to the Board, including applicable time frames as required in §823.3
- Notification of the individual's right to have a hearing representative, including legal counsel

- The address or fax number to which the appeal must be sent

An Adverse Action is any denial or reduction in benefits or services to a party, including a denial or reduction in benefits caused by a TWC customer's job loss or change in work hours. Refer to definition of "Adverse Action" in this letter. Boards must ensure that all cases reported to TWC through PIRTS are placed under "pending closure" status in PIRTS when the determination letter is sent.

6. ATTEMPT RECOVERY OF IMPROPER PAYMENTS

WFSMRGB/Subrecipient will attempt recovery of the following improper payments:

- Payment to an ineligible recipient
- Payment for an ineligible service
- Payment for any duplicate payment
- Payment for services not received

After a debt is final (no appeal or appeals exhausted), if full repayment is not made or if a repayment schedule is not in place within 30 business days of mailing the determination letter, the WFSMRGB/Subrecipient will take the following actions:

- Send a collection letter. Sample collection letter templates are available on the FDCM Forms **Intranet page. The collection letter must be uploaded into the PIRTS NFS. Additionally, the date the collection letter is mailed must be noted in PIRTS under Program Collections, which will start a 30-**business day response timer in the PIRTS program.
- If the subject does not respond within 30 business days of the mailing of the collection letter, the Board must send a final demand letter. The final demand letter must be uploaded into the PIRTS NFS. Additionally, the date the final demand letter is mailed must be noted in PIRTS under Program Collections, which will start a 30-business day response timer in the PIRTS program.
- Board will refer cases to TWC Collections under the following circumstances:
  - The subject continues to not repay the debt or set up a payment plan with the Board after a determination letter, collections letter, and final demand letter have all been sent and properly documented in PIRTS and appeals have been exhausted.

- If a repayment plan is in place, and a payment is missed with a current amount due of $100 or more, wait 30 business days and send the final debt to TWC Collections.

To refer a case to TWC Collections, Board will take the following actions:

- Send an email to programcollections@twc.texas.gov and provide the following information so Collections staff may place a warrant hold on the debtor's account with the Texas Comptroller:
  - Name of debtor
  - Social Security number (SSN) of debtor
  - Amount of debt
  - Date debt was incurred/determined
  - Point of contact from the Board
- Note the date of TWC Collections referral in PIRTS on the Program Collections page and document the referral under TWC Collections in PIRTS.

WFSMRGB/Subrecipient will also take the following actions related to documenting payments:

- Document recoupment of improper payments in PIRTS as Improper Payment Recoupment.
- Once a debt is paid in full, the Board must notify TWC Collections at programcollections@twc.texas.gov and provide the following information to remove the warrant hold:
  - Name of debtor
  - SSN of debtor
  - Date that debt was paid in full

When the WFSMRGB/Subrecipient learns that an individual from whom it is seeking collection of an improper payment has filed for bankruptcy, the Board must cease all collection activities immediately to avoid violation of the federal bankruptcy court's automatic stay against collection activities against the debtor. Penalties for violation of this automatic stay are severe. If the Board wishes to safeguard its claim to payment in the bankruptcy proceeding, the Board must first determine whether the bankruptcy was filed under the Federal Bankruptcy Code as a:

- Chapter 7 bankruptcy ("liquidation"); or

- Chapter 13 bankruptcy ("wage earner"—an employed individual who pays back pre-petition debts with post-petition earnings pursuant to a plan).

7. FUTURE ELIGIBILITY: Pursuant to §809.117(d)–(e), WFSMRGB/Subrecipient will ensure that parents affected by any of the following are prohibited from child care eligibility until an improper payment is paid in full (provided this does not result in a Choices or Supplemental Nutrition Assistance Program Employment and Training participant becoming ineligible for child care):

- Improper payment as a result of fraud
- Child care services provided while awaiting appeal
- Failure to pay the parent share of cost when the Board's policy is to pay the provider for the parent's failure to pay the parent share of cost

8. RETAIN RECORDS: Retain all documentation in PIRTS and leave PIRTS case status as "Pending Case Closure" until the debt is final and paid in full.

OI staff may review any open or closed PIRTS case during a review conducted by FDCMs Subrecipient Monitoring review if it is within scope, which may include a review of any aspect of a case, associated recoupments, or appeals.

WFSMRGB/Subrecipient will retain all associated documentation to support the administrative determination resulting from fact-finding of the incident reported to TWC in PIRTS. Associated records must not be purged until the debt is final and paid in full and may be disposed of according to the Texas State Library's retention guidelines.

Fraud Referral

The ABA provides authority for FDCM's OI and Fraud Prosecutions departments to elevate reports of suspected fraud to the appropriate state or federal authority; accept the case for investigation or action at the state level; or return the case to the Board or Board's subrecipient for action including, but not limited to:

- further investigation;
- referral for prosecution under the Texas Penal Code, or other state or federal laws; and
- other corrective action.

Recovery, Use, and Remittance of Child Care Recoupments from Parents:

Payments Subject to Recoupment
WFSMRGB/Subrecipient will attempt to recover amounts involving the following improper payments from parents:

- Fraud (including fraud that involves violations of federal requirements and fraud that involves violations of state or local requirements) (See Note.)
- Child care that the parent received while awaiting an appeal that was affirmed (See Note.)
- Child care paid by the Board when the parent failed to pay PSoC

Note: If a parent appeals a fraud determination and the appeal is affirmed, child care that the parent received while awaiting the appeal increases the amount of the fraud determination and is treated the same as fraud for the collection purposes.

WFSMRGB/Subrecipient will establish a debt for the amounts above fraud, child care that the parent received while awaiting an appeal that was affirmed, and child care paid by the Board when the parent failed to pay PSoC in accordance with TWC procedures and will attempt to collect such debts in accordance with TWC procedures.

Recoveries Resulting from TWC Warrant Holds
WFSMRGB/Subrecipient must be aware that when a Board sends a final debt to TWC Collections so that TWC Collections staff can place a warrant hold on the debtor's account in accordance with Fraud Deterrence and Compliance Monitoring (FDCM) Letter 01-2024, and any subsequent issuances, and the warrant hold results in TWC's recovery of funds from a parent's debt, TWC will not remit the recovery to the Board. TWC will process the recovery as follows:

- If the recovery is for fraud that involved violation of a federal requirement, TWC will remit the recovery to the federal government.
- If the recovery is for fraud that involved violation of a state or local requirement, or non-fraud activities, TWC will process the payment according to TWC's established internal procedures for the deposit and use of funds previously paid out under a grant award.

WFSMRGB/Subrecipient must be aware that for purposes of recoveries that result from TWC warrant holds, TWC will confirm the Board's determination and overpayment reason for the debt based on information

that Boards provide in the Program Integrity Reporting Tracking System (PIRTS) or other information that TWC obtains from the Boards.

Establishing Receivables for Amounts Due
WFSMRGB/Subrecipient will establish a local receivable or other mechanism for tracking amounts due from parents and amounts collected from parents.

When the amounts to recover are for fraud that involves a violation of federal requirements, Boards must ensure that the local receivable or mechanism for tracking amounts due and collected from parents must include or be supported by the following details for each parent from whom amounts are due:

- The amounts to be recouped
- The dates that the payments being recouped were made to or on behalf of the parent
- The amounts recouped and the dates of recovery
- The balance due

When WFSMRGB/Subrecipient sends a debt to TWC in accordance with FDCM 01-2024, and any subsequent issuances, the Board must keep the local receivable open. TWC will notify the Board if a warrant hold results in recovery of the debt.

WFSMRGB/Subrecipient must be aware that amounts recovered from parents are not program income. Rather, recoupments are recoveries or reimbursements of amounts owed to the program.

Retention and Use of Certain Recoupments:
WFSMRGB/Subrecipient will use amounts that Boards recoup from parents for the following reasons for allowable child care activities, disbursing such funds before drawing additional grant funds from TWC:

- Fraud that did not involve violation of a federal requirement
- Child care that the parent received while awaiting an appeal that was affirmed

WFSMRGB/Subrecipient will not remit or report these amounts to TWC, but they will retain documentation to show that they disbursed the recouped funds for allowable child care activities.

Note: The requirement to disburse such funds before drawing additional grant funds from TWC is based on payment requirements in 2 CFR §200.305 of Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and Part III, §_.21 of Uniform Grant Management Standards (UGMS).

WFSMRGB/Subrecipient will spend recouped funds on direct care if recouped from a parent or provider and originally intended for direct care.

If the WFSMRGB/Subrecipient plans to use recouped direct care payments for quality activities, prior TWC approval will be acquired.

Remittance of Certain Fraud Recoupments to TWC
WFSMRGB/Subrecipient will remit amounts recovered from parents for fraud that involved violation of a federal requirement to TWC Revenue and Trust Management along with a completed TWC Cash Remittance Report within 90 calendar days from the Board's receipt of such funds. More frequent remittances are encouraged when it is cost effective to do so.

Note: The 90-day remittance considers that individual recoupments are generally small in value, and the amount of time generally allowed for collections of amounts due under 2 CFR §200.345 of Uniform Guidance, and Part III, §__.52 of UGMS.

WFSMRGB/Subrecipient will be aware that the TWC Cash Remittance Report is available on the Financial & Grant Information page of the TWC website.

WFSMRGB/Subrecipient will remit fraud recoupments relating to ineligibility to TWC only when the ineligibility involves a fraudulent violation of a federal requirement. A fraudulent violation of a federal eligibility requirement occurs when the fraud results in ineligibility under 45 CFR §98.20 of the CCDF regulations. Under 45 CFR §98.20, a child is not eligible if the child is:

- 13 years of age or older (19 years of age or older for a child with disabilities or a child receiving protective services);
- resides in a family with an income that exceeds 85 percent of the state median income;
- resides with a single parent or dual parents who are not working, who are not in a job training, or who are not in an education activity; or
- is not a US citizen or legal immigrant.

TWC Cash Remittance Report Instructions for Certain Fraud Recoupments
When completing the TWC Cash Remittance Report to remit a child care fraud recoupment as described above to TWC, WFSMRGB/Subrecipient will:

- complete the contact information at the top of the report;
- complete the Amount and Reason Coding columns of the payment detail table;

- use reason code *6. Other (Explain)* and provide a brief explanation such as "fraud" or "fraud recoupment" in the space provided;
- specify the check amount and check number in the spaces provided; and
- provide the name of the individual who prepared the report, the preparer's phone number, and the date in the spaces provided.

When completing the TWC Cash Remittance Report for the reason above, WFSMRGB/Subrecipient may leave the Contract Number column of the payment detail table blank.

No Effect on Expenditure Reports and Financial Closeout Packages
WFSMRGB/Subrecipient must be aware that submitting a fraud recoupment to TWC does not require a corresponding reduction to the expenditure reports or financial closeout package of the affected grant award. TWC must remit the recoupment to the federal government, but it is not required to reduce the expenditure from its financial records.

Disallowed Costs
WFSMRGB/Subrecipient will remit to TWC all disallowed costs identified through TWC audit resolution or TWC state single audit. Costs that are disallowed by a Board but not by TWC must remain with the Board and be used for allowable child care activities.

EFFECTIVE DATE:
02/01/2025

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

BCY25 CHILD CARE PERFORMANCE MEASURES:

Performance

Timeframe	# of Units	BCY25 Target	% Attainment	Status
Year to Date (YTD) Average Kids Per Day (10/01/24 - 09/30/25)	1372	1383	99%	M

MONTH/YEAR	YTD Goal	Actual YTD Units	Percent of Goal	Monthly Expenditures
October 2024	1,383	1,442	104%	$ 840,982
November 2024	1,383	1,414	102%	$ 743,711
December 2024	1,383	1,372	99%	$ 755,883
January 2025	1,383		0%	$ -
February 2025	1,383		0%	$ -
March 2025	1,383		0%	$ -
April 2025	1,383		0%	$ -
May 2025	1,383		0%	$ -
June 2025	1,383		0%	$ -
July 2025	1,383		0%	$ -
August 2025	1,383		0%	$ -
September 2025	1,383		0%	$ -
October 2025	1,383		0%	$ -

Units & Expenditure by County - Month of December 2024	Units	Expenditures
Dimmit	85	$32,091
La Salle	12	$1,595
Maverick	1223	$335,216
Real	0	$ -
Uvalde	197	$67,300
Val Verde	1032	$279,367
Zavala	144	$40,314
Edwards	0	$ -
Kinney	0	$ -

Note includes all children enrolled under Child Care Funding & Child Care Protective Services

Child Care Centers As of December 31, 2024	TRS Child Care Centers	Child Care Centers waiting assessment	Entry Level Child Care Centers	Child Care Centers with licensing deficiencies
42	18	12	11	1

Programs by County	Providers	TRS
Dimmit	3	3
La Salle	1	1
Maverick	15	5
Real	1	0
Uvalde	7	5
Val Verde	12	3
Zavala	3	1
Edwards	0	0
Kinney	0	0

43%

Texas Rising Star Expenditures
October 2024- December 2024 expenditures for Child Care Quality is $615,880. Expenditures are for professional development training, classroom PreK Kit, equipment, materials and curriculum.
Purchases will continue as the Texas Rising Star Mentors continue to assess to see what classroom materials are needed in order for programs to meet the Texas Rising Star Criteria.

Child Care Advisory Committee
Child Care Advisory Committee met on January 9, 2025. The following were voted in as officers- President Velma McNiel - Vice President- Julissa Santoya - Secretary - Geniva Correa. Next quarterly meet will be on April 2025.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

February 13, 2025

Action Item
Workforce Programs Board Monitoring Report for SNAP for October & November 2024

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the report for October & November 2024
SNAP Monitoring:

SNAP Performance Review Summary					
Date of Scope:	**October & November 2024**				
Attribute	**Total # of files reviewed**				**6**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial monthly eligibility in timely manner and uploaded in WIT	0.00%	6	0	0	6
Outreach done timely and letter contains all pertinent information	0.00%	6	0	0	6
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Assessment initial/reassessment documented in case notes including TABE, WIT, Notification of Discrimination, Rights to Appeal and uploaded in WIT	33.33%	4	2	0	6
Assessment of Good Cause, entered in Case notes and WIT timely	0.00%	0	0	6	0
Was follow-up done while Good Caused. Was it documented on case notes	0.00%	0	0	6	0
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, incentives, etc. All information uploaded in WIT	20.00%	4	1	1	5
TWIST Data Entry	Error Rate	Yes	No	N/A	Total Y+N

Case notes are detailed and updated, including WIT and TIERS eligibility, Date of Non Compliance and reflect 2 way communication entered within 7 days	66.67%	2	4	0	6
Was Reconsideration entered in the Good Cause tab	33.33%	2	1	3	3
Did Program Detail remain open while Good Caused (Reconsideration)	0.00%	2	0	4	2
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately	0.00%	2	0	4	2
Initiation of penalty done timely	0.00%	2	0	4	2
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	16.67%	5	1	0	6
ABAWD enrolled in 4 weeks of Job Search	0.00%	6	0	0	6
Notification	Error Rate	Yes	No	N/A	Total Y+N
H1822 completed and submitted to HHSC timely, uploaded in WIT and documented in case notes	66.67%	2	4	0	6
1817 for Reconsideration Completed and submitted to HHSC appropriately and uploaded in WIT (was PD closed)	100.00%	0	3	3	3
1816 reconsideration request recorded in WIT Good Cause tab, uploaded in WIT and case notes	100.00%	0	1	5	1
Participation	Error Rate	Yes	No	N/A	Total Y+N
All participation hours including Work Activities in WIT are supported with documentation and uploaded in WIT	50.00%	3	3	0	6

Findings:

WIT Data Entry: Eligibility for Oct & Nov not documented on case notes

B-105: Monthly SNAP eligibility verification – Boards must ensure that Workforce Solutions Office Staff documents the date of eligibility verification in WorkInTexas.com

B-306.a: Eligibility verification-Boards must ensure that Workforce Solutions Office staff verifies that the individual is eligible for SNAP benefits each month. Documentation in WorkInTexas must indicate: Whether the individual is eligible for SNAP benefits; and the date Workforce Solutions Office Staff verified eligibility.

Assessment: No case note SNAP EPS; No case note regarding WIT registration

B-106: Employment Planning & Assessment – The employment planning and assessment meeting, which is intended to determine appropriate E&T activity placement, must include: An explanation of job readiness activities such as Registration in WorkinTexas.com

No Right to Appeal, Orientation to Complaint uploaded into WIT

B-106.b: Employment Planning Meeting – Overview of SNAP E&T requirements - An Explanation of the appeals process and the SNAP recipient's right to appeal, and materials and handouts with information on the right to appeal and where to file an appeal.

Support Service: No documentation in case notes regarding if support services were needed

B-106.b: Employment Planning Meeting-Overview of SNAP E&T Service Requirements – An assessment is completed during the meeting or shortly thereafter that includes the following possible topics: Support Services

Employment Plan: Updated IEP not in file

B-306.b: Assessment – Boards must ensure that Workforce Solutions Office Staff: Documents initial assessment information and continuing assessment throughout the SNAP recipient's participation in SNAP E&T services; and maintains a signed copy of the employment in the SNAP recipient's file.

Notification: H1822 & 1817 were not sent timely, H1822 is not uploaded in WIT, no case note; H1822 statement not entered correctly in WIT

A-203.a: Form H1822 Work Requirement Verification-Boards must ensure that Workforce Solutions Office Staff sends Form H1822 to HHSC within two weeks of an ABAWD's participation, starts at orientation. Form H1822 Work Requirement-Boards must ensure that Workforce Solutions Office Staff; enters into the WorkInTexas.com a statement that Form H1822 was sent to HHSC, including the date Form H1822 was sent to HHSC.

A-205: Request for Reconsideration-If Workforce Solutions Office staff believes that an individual is not suited for any E&T component, staff must notify HHSC (via Form H1817) within 10 days.

1817 did not state a reason for reconsideration

A-205: Request for Reconsideration-enters in the WorkInTexas the reason for the reconsideration

1816 needed to have sent for good cause

A-302: Reasons for Good Cause-temporary illness or incapacitation – Workforce Solutions must complete the SNAP E&T Noncompliance Report (Form H1816, and fax it to HHSC.

Participation: No Time and Attendance in the file; No job search logs were submitted; Job search hours not recorded in attendance tracker

B-306: Documentation-Documents verifying and supporting mandatory work registrant activities that WorkInTexas cannot identify through date entry, such as job search worksheets.
B-306.c; Monitoring Participation- Boards must ensure that Workforce Solutions Office Staff; enters daily hours of participation in the WorkInTexas.com-all entries in WorkInTexas must support actual participation in allowable SNAP E&T services; B-405: SNAP E&T activities in Service Tracking-The daily hours of participation for each SNAP E&T activity must also be entered into WorkInTexas.com.

Corrective Action:

Mandatory one on one training by the Contractor with case manager. Documentation must be submitted to the Board with the agenda, sign in and date of training on the following:

- WIT Data Entry- review SNAP E&T Guidelines B-105, B-306.a
- Assessment – review SNAP E&T Guidelines B-106, B-106.b
- Support Service - review SNAP E&T Guidelines B-106.b
- Employment Plan – review SNAP E&T Guidelines B-306.b
- Notification – review SNAP E&T Guidelines A-203.a, A-205, A-302
- Participation – review SNAP E&T Guidelines B-306, B-306.c

Board Recommendation

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

February 13, 2025

Action Item
Workforce Programs Board Monitoring Reports for Choices for October-December 2024

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the report for October - December 2024 Choices Monitoring:

Choices Performance Review Summary					
Date of Scope:	**October-December 2024**				
Attribute	**Total # of files reviewed**				**19**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial monthly eligibility in timely manner	11.11%	16	2	1	18
Outreach done timely and letter contains all pertinent information	0.00%	9	0	10	9
Did outreach include phone calls and home visits? Was it documented?	0.00%	0	0	19	19
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Assessment initial/reassessment documented in counselor notes including TABE, WIT, Notification of Discrimination, Rights to Appeal	25.00%	6	2	11	8
Assessment of Good Cause, entered in Case notes and WIT timely	0.00%	1	0	18	1
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, incentives, etc.	45.45%	6	5	8	11
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Case notes are detailed and updated within 7 days, including WIT and TIERS eligibility, Date of Non-Compliance and reflect 2 way communication	47.06%	9	8	2	17
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately	0.00%	4	0	15	4
Timely and Reasonable Attempt made and documented	0.00%	4	0	15	4
Sanctions entered in a timely manner	100.00%	0	4	15	4
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 and other information	46.67%	8	7	4	15

Family Work Requirement is signed and completed with how the required of participation will be distributed	0.00%	1	0	18	1
Notification	Error Rate	Yes	No	N/A	Total Y+N
Provide HHSC employment information timely and uploaded in WIT	33.33%	4	2	13	6
Participation	Error Rate	Yes	No	N/A	Total Y+N
All participation hours including Work Activities in WIT are supported with documentation	56.25%	7	9	3	16

Findings:

Eligibility: No TIERS eligibility for October is uploaded in WIT

A-301.d: Workforce Solutions Office Staff Responsibilities-verifies monthly TANF eligibility t Client is not eligible for TANF benefits in November through TIERS and WorkInTexas.

Assessment: TABE scores are not recorded in Assessment folder and are not uploaded in WIT

B-305: Functional Educational Level Assessment

Boards must ensure that Workforce Solutions Office staff: Administers as assessment using a test approved by the National Reporting System for Adult Education to determine the functional educational level. The complete list of those tests can be found at Federal Register: Tests determined to be suitable for use in the National reporting system for Adult education

Support Service: 2510 is not uploaded in WIT

B-702.e: Child Care Communication - Boards must ensure that Workforce Solutions Office Choices staff communicates all actions to child care services

Discrepancy on how many cards were issued

B-602: Documentation case notes-Boards must ensure that WorkInTexas .com case notes are a record of contact, progress, and any interaction with the Choices customer. Boards must ensure that Workforce Solutions Office staff enters information that is: complete and includes only pertinent information about actions, activities and interactions with the customer and accurate.

POs are not uploaded into WIT

Support Service given for October and November are not uploaded in WIT

B-201: Case Management-It is recommended that Boards require Workforce Solutions Office staff to have weekly contact with Choice's participant that includes the following: Tracking and reporting support services

No follow up if support service was needed for vehicle registration

B-201: Case Management-It is recommended that Boards require Workforce Solutions Office staff to have weekly contact with Choice's participant that includes the following: determining *the need for and provision of support service*

WIT Data Entry: EPS case note does not mention WIT registration

A-301.d Workforce Solutions Office staff responsibilities-Boards must ensure that Workforce Solutions Office Staff: ensures complete registration in WorkInTexas.com.
Noncompliance date is not in case notes
B-803: Timely and Reasonable attempt for failure to meet participation requirements-Boards must ensure that Workforce Solutions Office staff documents the following: The date of identification of noncompliance.
No WIT eligibility is documented for November
Case note does not state what month is being verified
B-602: Documentation-case notes Boards must ensure that WorkInTexas .com case notes are a record of contact, progress, and any interaction with the Choices customer. Boards must ensure that Workforce Solutions Office staff enters information that is: monthly eligibility
No case note pertaining to 2583 if it had been submitted
A-301.d: Workforce Solutions Office Staff Responsibilities-Informs HHSC of Choices participants' employment, need for reconsideration of work registration status, and non cooperation with service requirements. A-202: Coordination with HHSC – boards must ensure that Form 2583, Choices Information Transmittal, is used to notify the HHSC Texas works advisor of this status change. Changes in status include.
No follow up case notes explaining on Choices client that was not eligible for November
B-602: Documentation-Case notes-Boards must ensure that WorkInTexas.com are a record of contact, progress, and any interaction with the Choices customer. Boards must ensure that Workforce Solutions Office staff enters information that is: clear and easily understood, complete and includes only pertinent information about actions, activities, and interactions with the customer, accurate.
No weekly 2way communication after 12/16
B-201; Case Management-It is recommended that Boards require Workforce Solutions Office staff to have weekly contact with Choices participants that includes the following: monitoring progress and all program requirements.
No case notes on two outreach letters being sent to the same client for the same month.
B-104.d: Outreach Results-It is recommended that Boards require outreach results to be documented on each roster in WorkInTexas.com scheduler.
Non-compliance: Sanction not entered timely
B-803: Timely and Reasonable Attempt for failure to meet participation Requirements-Boards must ensure 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.
Employment Plan: Employment plan is not signed

B-307.b: Required Information-Signatures of the individual and Workforce Solutions Office Staff member unless the individual is employed, or the case is closed.

Employment plan has incorrect weekly hours of participation

B-401.a: Single-Parent Families-Boards must also ensure that a single parent with children under age six spends at least 20 hours in Choices activities per week.

Employment Plan does not have updated information

A-301: Purpose of assessment-gathering information-developing FEPs

Employment plan is not uploaded in WIT

B-307.b: Required Information-Signatures of the individual and Workforce Solutions Office Staff member unless the individual is employed, or the case is closed.

Notification: No 2583 uploaded in WIT and no case note

B-202: Coordination with HHSC-Boards must ensure that Form H2583, Choices Transmittal is used to notify HHSC Texas Works Advisor of this change.

Participation: Incomplete job searches logs

B-201: Case Management-It is recommended that Boards require Workforce Solutions Office staff to have weekly contact with Choices participants that includes the Following-Entering documentation of all Choices participant into WorkInTexas.com Case Notes and entering daily hours of participation into the Attendance Tracker and verification of participation hours for the specific activities according to the activity's requirements.

Hours and attendance are not entered in WIT

B-501: Supervising Choices Participation Activities-Board must only record actual daily participation in any participation activities

Missing time and attendance

B-503.c: Tracking Employment Participation hours-the participant must provide documentation to verify all hours of employment.

Job search log is not uploaded in WIT

B-201: Case Management-It is recommended that Boards require Workforce Solutions Office staff to have weekly contact with Choices participants that includes the Following-Entering documentation of all Choices participant into WorkInTexas.com Case Notes and entering daily hours of participation into the Attendance Tracker and verification of participation hours for the specific activities according to the activity's requirements.

Hours entered incorrectly in WIT

B-503.c: Tracking Employment Participation hours-Boards must ensure that Workforce Solutions Staff report actual hours the participant works each day not the number of hours of participant is scheduled to work.

Corrective Action:

Mandatory one on one training by the Contractor with case manager. Documentation must be submitted to the Board with the agenda, sign in and date of training on the following:

- Eligibility - Review Choices Guidelines A-301.d
- Assessment - Review Choices Guidelines B-305
- Support Services - Review Choices Guidelines B-702.e, B-602, B-201
- WIT Date Entry - Review Choices Guidelines A-301.d, B-803, B-602, B-201
- Noncompliance - Review Choices Guidelines B-803
- Employment Plan - Review Choices Guidelines B-307.b, B-401.a, A-301
- Notification – Review Choices Guidelines
- Participation - Review Choices Guidelines B-201, B-501, B-503.c,

Board Recommendation:

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

Action Item
February 12, 2025
Workforce Programs Board WIOA Monitoring Reports for October and November 2024

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the WIOA Monitoring report for: October and November 2024

WIOA Performance Review Summary					
Date of Scope:	**October and November 2024**				
Attribute	**Total # of files reviewed**				**5**
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%	5	0	0	5
Verification of Age, Residency, Social Security number uploaded in WIT	0.00%	5	0	0	5
Authorization to work in US uploaded in WIT	0.00%	5	0	0	5
Selective Services uploaded in WIT	0.00%	5	0	0	5
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Assessment/reassessment documented in counselor notes including TABE, WIT, Employability Development Plan and 203 Comprehensive Objective Assessment is done	0.00%	5	0	0	5
Notification of Equal Opportunity and Rights to Appeal signed and dated uploaded in WIT	0.00%	5	0	0	5
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	4	0
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N

Case notes are detailed and updated and reflect 2 way communication and are entered within 7 days	0.00%	5	0	0	5
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	40.00%	3	2	0	5
Financial	Error Rate	Yes	No	N/A	Total Y+N
ITA/LON information uploaded in WIT	40.00%	3	2	0	5
Internship or Employment Experience Agreement and WorkStation form uploaded in WIT	0.00%	0	0	5	0
Participation	Error Rate	Yes	No	N/A	Total Y+N
Participation hours are completed correctly and uploaded in WIT	80.00%	2	2	1	4
Performance outcome is documented in WIT correctly with proper back up documentation	0.00%	1	0	4	1
Employment outcome is documented in WIT correctly with proper back up documentation	0.00%	0	0	5	0

Findings:

Employment Plan:

No IEP in WIT; IEP is not uploaded into WIT

Individualized Career Services – Development of an individual employment plan to identify the employment goals appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the of, and information regarding eligible training providers.

Financial

PO is not uploaded into WIT

Eligibility for Training Services-boards must ensure that a training justification is completed in WorkInTexas.com for WIOA participants before training services are approved

Participation

No attendance uploaded for November

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 and individual employment plan (IEP), which describes employment goals, appropriate achievement objectives, and the combination of services in which an individual must complete to achieve such goals.

Corrective Action:

Mandatory one on one training by the Contractor with case manager. Documentation must be submitted to the Board with the agenda, sign in and date of training on the following:

- Employment Plan-review WIOA Guidelines Individualized Career Services
- Financial – review WIOA Guidelines eligibility for Training services
- Participation - review WIOA Guidelines Individualized Career Services

Board Recommendation:

Documentation needs to be provided to the Board 10 days after the board meeting on corrective action.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

February 13, 2025

Action Item
Childcare Program Board Monitoring Reports for October & November 2024

PURPOSE
Provide an update on Childcare Program Monitoring and Oversight.

DISCUSSION
The following is the report for Childcare Monitoring for October & November 2024:

Child Care Performance Review Summary					
Scope of Review	**October & November 2024**				
Attribute	**Total # of files reviewed**				**13**
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Documentation to determine residency	16.67%	10	2	1	12
Documentation to determine age and citizenship	0.00%	12	0	1	12
Client meets participation criteria (25/50) work or education	8.33%	11	1	1	12
Full, Part, Blended care authorized on 2450 based on work/training status documented correctly	7.69%	12	1	0	13
Proper documentation for all income sources verified, calculated and recorded correctly	16.67%	10	2	1	12
information for placement/renewal date is stamped and entered into system within the 5 days. If no reason is documented on cnotes	15.38%	11	2	0	13
Household composition documented correctly (2050, 2510)	0.00%	13	0	0	13
Was the DFPS authorization for child care entered within the 3 days into TWIST	0.00%	0	0	13	0
Was the DFPS eligibility start date correct? End date?	0.00%	0	0	13	0

Was the information from the DFPS form 2054 date stamped and entered accurately into TWIST?	0.00%	0	0	13	0
Homeless: documentation to establish homelessness (residency information form)	0.00%	0	0	13	0
Referral/Parent Fee	Error Rate	Yes	No	N/A	Total Y+N
Was parent fee assessed correctly	25.00%	9	3	1	12
Subsidy Amount recorded equals amount authorized	0.00%	0	0	13	0
File Maintenance	Error Rate	Yes	No	N/A	Total Y+N
2450 or 2450A correct	30.77%	9	4	0	13
Pre/Re-application in file with million $ question completed	23.08%	10	3	0	13
Parent Agreement to report Child Care Attendance	0.00%	13	0	0	13
Parents Right to Appeal	0.00%	13	0	0	13
Customer Awareness Form	7.69%	12	1	0	13
Documentation of disability screening	7.69%	12	1	0	13
Orientation to Complain form	0.00%	13	0	0	13
Counselor notes entered in TWIST timely and with pertinent information	46.15%	7	6	0	13
Notification	Error Rate	Yes	No	N/A	Total Y+N
Notification letter sent of child Care Services Eligibility (20 days) with correct information	38.46%	8	5	0	13
Notification of re-determination sent timely with 2052/1071	44.44%	5	4	4	9

Findings

Eligibility: Check stubs had no hours, no documentation how hours verified
D-201: Eligibility for At Risk childcare-Child care is required for the child's parent to work, or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single parent family or 50 hours per week for a two parent family.

Type of care is unknown due to no hours on check stubs
D-201: Eligibility for At Risk child care-Child care is required for the child's parent to work, or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single parent family or 50 hours per week for a two parent family.

D-202.a: Calculating Work Hours-Boards must be aware that to be eligible for CCS, parent must require child care in order to work or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single parent family or 50 total combined hours per week for a two parent family, or a higher number of hours per week as established by the Board.

Proof of residency does not match
D-1002: Enrollment application for child care services-Boards must ensure that applications for child care services include the following required elements-Residency information

Check stubs not date stamped
B-100: Board Requirements-Timely data entry is defined as no later than five business days from the date the subcontractor and subrecipient receive the information to the data entry date.

Monthly gross income is incorrect
D-106.a: Monthly Family income-Boards must be aware that unless otherwise required by federal or state law, a family's monthly income for purposes of determining eligibility and the parent share of cost includes all income that are not excluded under D-106b.

Avg. bonus is incorrect
D-107d: Bonuses and Lump sum payments-Staff determines the number of months the bonus or lump sum covers and if there is any expectation of future repetition. In that case the sum is averaged over the application number of months to reach an average monthly figure.

Referral: End fee incorrect
B-610: Entering parent share of cost amounts into TWIST-Boards must enter sliding fee scale and parent share of cost into TWIST under the WDA Administration-share of cost tab.
Fee for 11/2024 is incorrect
B-610: Entering parent share of cost amounts into TWIST-Boards must enter sliding fee scale and parent share of cost into TWIST under the WDA Administration-share of cost tab.

File Maintenance: Incorrect information on Notification letter
D-1004: Notification of eligibility for Child Care Services-Boards must ensure that once eligibility is verified, the parent is provided with a written notification of his or her eligibility.
Full/part time care is unknown due to not verifying hours to justify care

D-202.a: Calculating Work Hours-Boards must be aware that to be eligible for CCS, parent must require child care in order to work or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single parent family or 50 total combined hours per week for a two parent family, or a higher number of hours per week as established by the Board.

Incorrect start date on 2510; No follow up on disability screening
D-1002: Enrollment application for child care services-child's disability status

No documentation as to why SSI benefits were not used; More detailed case notes on calculations and reporting changes; Incorrect CAF
D-1004.a: Required forms and form elements for eligibility notification-specific eligibility reason/elements -, 85 percent SMI information (income table), requirement to report changes.

Incorrect 2450; Incorrect start and parent fee on 2450
D-1004.a: Required forms and form elements for eligibility notification-Boards must ensure that Form 2450 or locally developed notification of enrollment is sent to the provider.

TWIST does not have the correct physical address
D-1002: Enrollment application for child care services-Boards must ensure that applications for child care services include the following required elements-Residency information

Notifications: Notification letter has missing information; Notification letter has incorrect information; Notification letter has incorrect monthly & start fee
D-1004.a: Required forms and form elements for eligibility notification-A written eligibility notification, which must contain at a minimum, the following: Congratulatory opening statement-Expected parent share of cost amount

2052/1071's has incorrect dates
E-101: About Parent's Rights-Receiving written notification at least 15 calendar days before the denial, delay, reduction, or termination of CCS (including information about parent appeal rights)

Corrective Action:

Mandatory one on one training by the Contractor with case manager. Documentation must be submitted to the Board with the agenda, sign in and date of training on the following:

- Eligibility
- Referral
- File Maintenance
- Notification.

Board Recommendation:

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting.

POLICY LETTER

ID NO: ADMIN02 Chg4 **DATE ISSUED:** February 13, 2025

TO: Workforce Solutions Middle Rio Grande Contractors

FROM: Rosie Lozano, Executive Director

SUBJECT: Work Experience / Subsidized Employment

PURPOSE:

Provide job seekers with work experience opportunities who have poor or no work history and /or lack required skills to obtain and retain meaningful employment.

REFERENCES:

Workforce Investment and Opportunity Act of 2014, §134(d) (5)
The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)
Texas Workforce Commission Investment Act Rules, 40 Texas Administrative code (TAC) 841
Texas Workforce Commission Choices Rules, 40 Texas Administrative Code (TAC) 811
TWC WD Letter 06-14
CHOICES Guide Section B-500

POLICY:

Transitional jobs must be provided in combination with basic career services and supportive services. This combination of services is intended to help adults and dislocated workers transition to unsubsidized employment by the time their transitional jobs come to an end. These jobs may be in public, private, or nonprofit sectors. Transitional jobs can be an effective way for individuals to gain necessary work experience that they would otherwise not be able to get through an on-the-job-training (OJT) contract. The goal is for

the individual to establish a work history, demonstrate work success, and develop skills that lead to entry into permanent unsubsidized employment. In a transitional job, there is an expectation that the individual will continue his or her employment with the employer after the work experience is complete.

Priority consideration for this activity will be given to Individuals with Barriers to Employment. The term "individual with a barrier to employment" means a member of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Native Americans, Alaskan Natives, and Natives Hawaiians
- Individuals with disabilities, including youth who are individuals with disabilities
- Older individuals (55 or over)
- Ex-offenders
- Homeless individuals or homeless children and youth
- Youth who are in or have aged out of the foster care system (any current or former foster youth may meet this barrier; however, the priority of services provision for current or former foster youth only applies to youth up to the age of 21)
- Individuals who are English language learners (who need instruction to gain competency in reading, writing, speaking, and comprehension of the English language), individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworker
- Single parents (including single pregnant women) and
- Long-term unemployed individuals

The Board has established a 240-hour limit for WIOA participants and to 480-hour limit for TANF participants on the duration of transitional jobs offered in the Middle Rio Grande Workforce area. If, based on a clients assessment, the need to increase the time limits or rate of pay for an individual work experience site be established, then the Workforce Solutions Program Director may approve an increase to the duration period for the WIOA participants time limits with justification annotated in the IEP. The Workforce Solutions Program Director may also adjust the standard rate of pay. This also must be annotated in the IEP.

The One-Stop Operator will not use more than 10 percent of their combined total Program Year (PY) budget of WIOA adult and dislocated worker funds, or 40 percent of TANF PY funds to subsidize transitional jobs. This may be subject to change due to funding if determined by the Executive Director.

Youth program funds must expend not less than 20% of youth funds to provide ISY/OSY with paid and unpaid work experience.

This policy applies to WIOA and TANF participants. It does not apply to SNAP E&T participants.

One-Stop Operator will develop revised procedures 30 days upon release of this policy. The procedures will include implementation details including participant program attachments, Employer Agreement & supervisor handbook, and identification of employer of record for payroll functions.

EFFECTIVE DATE:
~~October 1, 2024~~ February 1, 2025

RECISSIONS:
ADMIN02 Change ~~2~~3

INQUIRIES:

If you have any questions, contact rosalind.lozano@wfsmrg.org

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Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

February 13, 2025

Information Item
Workforce Programs Report

PURPOSE

Provide the Board with an update of the Workforce Programs

DISCUSSION

1. Texas Workforce Commission August 2024 MPR:

   The Monthly Performance Report (MPR) provides performance data which allows Boards to monitor performance targets for the contracted Program Year. We have not received an updated MPR so attached is the MPR for August 2024, which indicates the Board is at 55.56%. Attached you will see an analysis of the MPR for the program year (Sept 23 – Aug 24). The following are the performance measures are negative in performance (not meeting) for **12 months** in a row:

   - Employed Q4 Post Exit – Adult
   - Median Earning Q2 Post Exit – Adult
   - Median Earning Q2 - Youth
   - Credential Rate – Youth

   The following have more than **3 months** in a row with the performance measure that are negative in performance (not meeting):

   - Median Earning Q2 Post Exit – Dislocated Worker
   - Employed Enrolled Q2-Q4 Post Exit - C&T
   - Credential Rate – C&T
   - Claimant Reemployment within 10 weeks

   *(**some measures were not calculated**)

2. TWC has released the target performance measures for PY24 & PY25. The Contractor has been made aware of the target performance measures for PY24 & PY25. The Board has provided training for performance measures and has another training set up tentatively for February 2025. We will continue to provide training as requested.

3. The Board monitor provided Contractor staff TA on the Quality Assurance instrument and the new WFCMS system in November. A follow up training will be done in February 2025.

4. Attached is the Workforce Participatory Services for October 2024-November 2024.

5. Attached is the Reemployment Services and Eligibility Assessment (RESEA) Quarterly Performance. For the last program year, we did not meet the RESEA target of 77%. The report indicates we finished the year at 73%. For this year, we did not meet the 1st quarter (Oct – Dec 2024). Our completion rate was 75.7% (target 77%). Staff were provided intensive training by TWC in December 2024. Staff were also provided with follow up training by TWC in January 2025.

ACTION: No action required.

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **MIDDLE RIO GRANDE**

FINAL RELEASE

As Originally Published 10/10/2024

AUGUST 2024 REPORT

Status Summary	With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP
Contracted Measures	4	6	8	55.56%

Source / Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num / YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
WIOA Outcome Measures															
DOL-C 1,2	Employed Q2 Post Exit – Adult (DOL)	MP	101.50%	73.20%	73.20%	74.30%	74.40%	87.50%	26 / 35	69.20%	85.70%	71.40%	75.00%	7/22	6/23
DOL-C 1,2	Employed Q4 Post Exit – Adult (DOL)	-P	74.42%	81.30%	81.30%	60.50%	90.00%	76.00%	26 / 43	42.90%	75.00%	53.90%	57.10%	1/22	12/22
DOL-C 2	Median Earnings Q2 Post Exit – Adult (DOL)	-P	60.67%	$9,200.00	$9,200.00	$5,581.99	$7,774.66	$10,152.50	n/a / 26	$5,317.00	$15,009.93	$3,634.03	$14,505.60	7/22	6/23
DOL-C 1,2	Credential Rate – Adult (DOL)	+P	113.29%	85.00%	85.00%	96.30%	97.20%	65.40%	26 / 27	100.00%	100.00%	87.50%	100.00%	1/22	12/22
DOL-C 1,3	Measurable Skills Gains - Adult (DOL)	---	-----	-----	-----	n/a	n/a	89.70%	n/a / n/a	-----	-----	-----	-----	7/24	8/24
DOL-C 1,2	Employed Q2 Post Exit – DW (DOL)	MP	93.31%	82.20%	82.20%	76.70%	100.00%	100.00%	23 / 30	75.00%	100.00%	84.20%	50.00%	7/22	6/23
DOL-C 1,2	Employed Q4 Post Exit – DW (DOL)	MP	109.62%	81.10%	81.10%	88.90%	87.50%	100.00%	8 / 9	n/a	100.00%	75.00%	100.00%	1/22	12/22
DOL-C 2	Median Earnings Q2 Post Exit – DW (DOL)	-P	64.11%	$12,400.00	$12,400.00	$7,949.79	$15,781.86	$9,697.50	n/a / 23	$10,189.57	$3,797.19	$7,512.83	$16,067.35	7/22	6/23
DOL-C 1,2	Credential Rate – DW (DOL)	MP	91.53%	85.00%	85.00%	77.80%	100.00%	100.00%	7 / 9	n/a	75.00%	100.00%	0.00%	1/22	12/22
DOL-C 1,3	Measurable Skills Gains - DW (DOL)	---	-----	-----	-----	n/a	n/a	81.30%	n/a / n/a	-----	-----	-----	-----	7/24	8/24
DOL-C 1,2	Employed/Enrolled Q2 Post Exit – Youth (DOL)	+P	127.89%	71.70%	71.70%	91.70%	60.40%	70.20%	44 / 48	93.90%	n/a	100.00%	80.00%	7/22	6/23
DOL-C 1,2	Employed/Enrolled Q4 Post Exit – Youth (DOL)	+P	114.86%	72.00%	72.00%	82.70%	67.00%	72.20%	43 / 52	40.00%	71.40%	93.90%	n/a	1/22	12/22
DOL-C 2	Median Earnings Q2 Post Exit – Youth (DOL)	-P	83.89%	$3,300.00	$3,300.00	$2,768.41	$2,875.90	$2,765.00	n/a / 24	$1,404.88	n/a	$4,764.84	$3,188.10	7/22	6/23
DOL-C 1,2	Credential Rate – Youth (DOL)	-P	41.29%	85.00%	85.00%	35.10%	100.00%	32.40%	13 / 37	0.00%	50.00%	32.00%	n/a	1/22	12/22
DOL-C 1,3	Measurable Skills Gains - Youth (DOL)	---	-----	-----	-----	n/a	n/a	85.70%	n/a / n/a	-----	-----	-----	-----	7/24	8/24
LBB-NK 2	Employed/Enrolled Q2 Post Exit – C&T Participants Except Other	MP	100.76%	66.00%	66.00%	66.50%	69.80%	63.40%	1,599 / 2,403	67.20%	65.10%	74.10%	59.80%	7/22	6/23
LBB-K 2	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants Except Other	-P	88.69%	84.00%	84.00%	74.50%	79.00%	75.40%	1,200 / 1,611	64.40%	76.20%	83.80%	71.60%	1/22	12/22
LBB-K 2	Credential Rate – C&T Participants	-P	92.25%	71.00%	71.00%	65.50%	59.80%	54.00%	57 / 87	75.00%	71.40%	53.90%	87.50%	1/22	12/22

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

BOARD SUMMARY REPORT - CONTRACTED MEASURES

FINAL RELEASE

Year-to-Date Performance Periods*

As Originally Published 10/10/2024

BOARD NAME: **MIDDLE RIO GRANDE**

AUGUST 2024 REPORT

Source / Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num / YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
WIOA Outcome Measures															
TWC	**Claimant Reemployment within 10 Weeks**	-P	93.55%	60.00%	60.00%	56.13%	60.02%	60.75%	1,460 / 2,601	64.77%	50.89%	55.47%	52.87%	7/23	5/24
TWC	**Employers Receiving Texas Talent Assistance**	+P	134.69%	715	764	963	946	892	----- / -----	356	415	394	318	10/23	8/24
Program Participation Measures															
TWC 4	**Choices Full Engagement Rate - All Family Total**	n/a	n/a	n/a	50.00%	N/L	N/L	39.86%	N/L / N/L	N/L	N/L	N/L	N/L	10/23	8/24
LBB-K	**Avg # Children Served Per Day - Combined**	MP	99.12%	1,365	1,365	1,353	1,444	1,494	324,771 / 240	1,245	1,343	1,425	1,421	10/23	8/24

1. WIOA 116 requires states to update WIOA targets at the end of the year using the statistical adjustment model that has been updated with the final local casemix and economic conditions. These updates will occur with the BCY24 End of Year MPR.
2. The report source for this measure is being remediated to work with VOS. However, the MPR reflects full performance using all data available at the time VOS went live. Upon conclusion of the remediation, we will repopulate the MPR with a load that reflects all the data entry occurring after go live.
3. The report source for this measure is being remediated to work with VOS and will be populated when that work is concluded.

Reemployment and Employer Engagement Measures

Program Participation Measures

4. Data in final testing and will be available for the BCY24 End of Year MPR as well as backfilled to prior months.

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

SUMMARY OF PERFORMANCE YEAR

	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug '24
Adult												
Employed Q2	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP
Employed Q4	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P
Median Earning Q2	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P
Credential Rate	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P
Measurable Skills Gains	MP	-P	-P	MP	MP	-P	-P	--	--	--	--	--
DW												
Employed Q2	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP
Employed Q4	--	--	--	+P	+P	+P	MP	MP	MP	MP	MP	MP
Median Earning Q2	+P	+P	+P	MP	MP	MP	-P	-P	-P	-P	-P	-P
Credential Rate	--	--	--	+P	+P	+P	MP	MP	MP	MP	MP	MP
Measurable Skills Gains	-P	MP	-P	+P	MP	MP	MP	--	--	--	--	--
Youth												
Employed/Enrolled Q2	-P	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P
Employed/Enrolled Q4	-P	-P	-P	-P	-P	-P	+P	+P	+P	+P	+P	+P
Median Earning Q2	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P
Credential Rate	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P
Measurable Skills Gains	-P	-P	-P	-P	-P	-P	-P	--	--	--	--	--
CT												
Employed/Enrolled Q2	--	--	--	--	--	--	MP	MP	MP	MP	MP	MP
Employed/Enrolled Q2-Q4	--	--	--	--	--	--	-P	-P	-P	-P	-P	-P
Credential Rate	--	--	--	--	--	--	-P	-P	-P	-P	-P	-P
Reemployment												
Claimant Reemployment within 10 Weeks	MP	--	--	--	--	--	-P	-P	MP	-P	-P	-P
Empyers Receiving Texas Talent Assistance	-P	--	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P
Score:	47.37%	46.67%	40.00%	58.82%	58.82%	52.94%	50.00%	55.56%	61.11%	55.56%	55.56%	55.56%

With Positive Performance	+P
Meeting Performance	MP
With Negitive Performance	-P

BCY24	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug '24
	47.37%	46.67%	40.00%	58.82%	58.82%	52.94%	50.00%	55.56%	61.11%	55.56%	55.56%	55.56%
BCY23	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug '23
	52.38%	63.16%	70.00%	75.00%	75.00%	65.00%	75.00%	76.19%	85.71%	71.43%	61.90%	66.67%

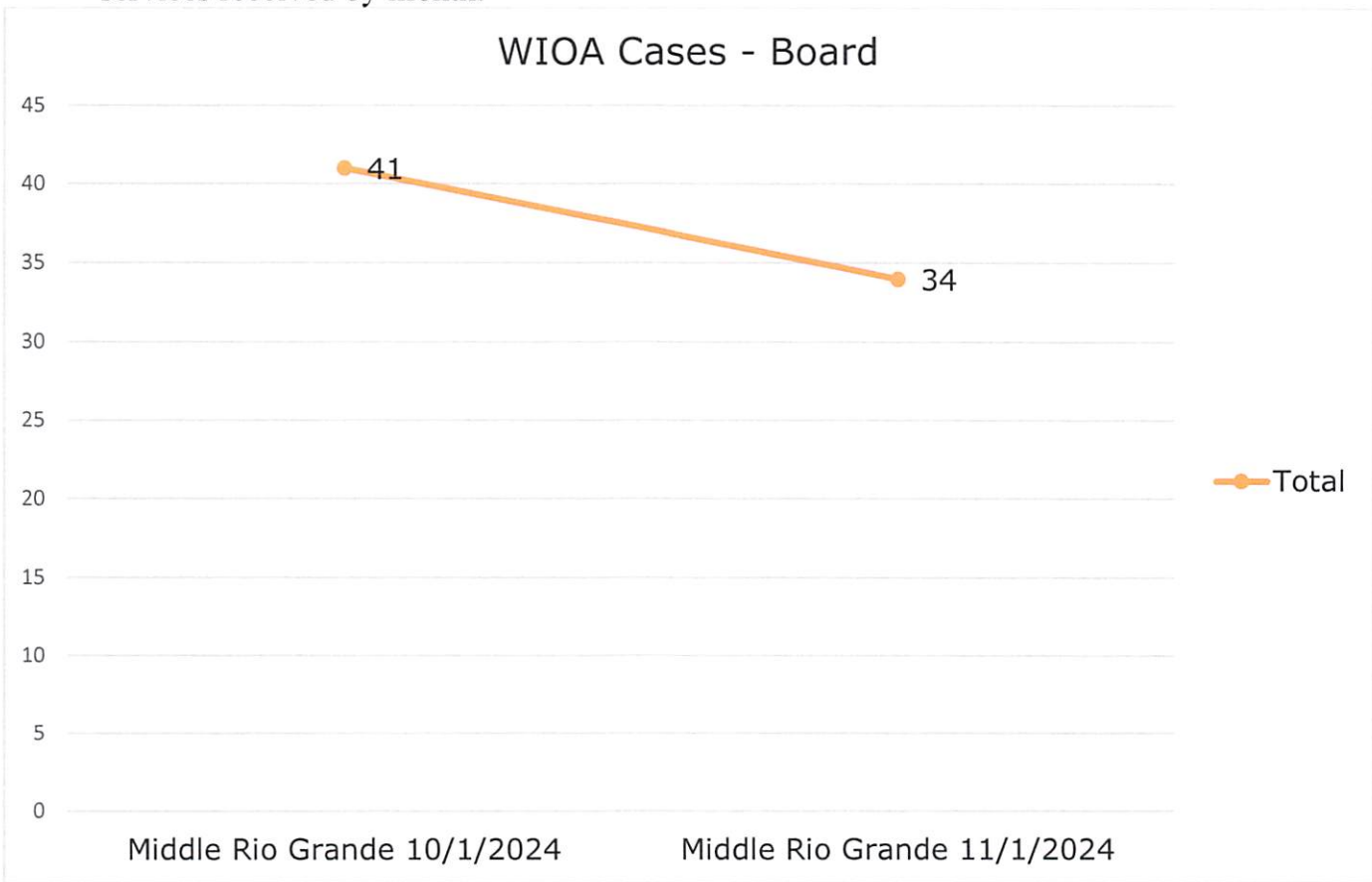
WIOA Participatory Report

October Report Total: 41
November Report Total: 34

Participant Services Trends

- November services 68 (68)
  - Adult – 19
  - DW – 13
  - Youth – 2

- **October** Participant Services Trends – Report shows participants and their services received by month.



- Data provided by TWC

RESEA - Middle Rio Grande Quarterly Performance BCY 2024

QUARTER1 BCY 2024 (Oct -Dec 2024)						
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate	
Middle Rio Grande	248	Uvalde	15	8	53.3%	
Middle Rio Grande	249	Eagle Pass	86	71	82.6%	
Middle Rio Grande	252	Carrizo Springs	10	6	60.0%	
Middle Rio Grande	259	Cotulla	7	5	71.4%	
Middle Rio Grande	275	Crystal City	0	0	0.0%	
Middle Rio Grande	276	Del Rio	30	22	73.3%	
Middle Rio Grande	**SubTotal**		**148**	**112**	**75.7%**	BC Target: 77%
QUARTER2 BCY 2024 (Jan - Mar 2025)						
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate	
Middle Rio Grande	248	Uvalde	0	0	0%	
Middle Rio Grande	249	Eagle Pass	0	0	0%	
Middle Rio Grande	252	Carrizo Springs	0	0	0%	
Middle Rio Grande	259	Cotulla	0	0	0%	
Middle Rio Grande	275	Crystal City	0	0	0%	
Middle Rio Grande	276	Del Rio	0	0	0%	
Middle Rio Grande	**SubTotal**	**Subtotal**	**0**	**0**	**0%**	BC Target: 77%
QUARTER3 BCY 2024 (Apr - Jun 2025)						
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate	
Middle Rio Grande	248	Uvalde	0	0	0%	
Middle Rio Grande	249	Eagle Pass	0	0	0%	
Middle Rio Grande	252	Carrizo Springs	0	0	0%	
Middle Rio Grande	259	Cotulla	0	0	0%	
Middle Rio Grande	275	Crystal City	0	0	0%	
Middle Rio Grande	276	Del Rio	0	0	0%	
Middle Rio Grande	**SubTotal**	**Subtotal**	**0**	**0**	**0%**	BC Target: 77%
QUARTER4 BCY 2024 (Jul - Sept 2025)						
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate	
Middle Rio Grande	248	Uvalde	0	0	0%	
Middle Rio Grande	249	Eagle Pass	0	0	0%	
Middle Rio Grande	252	Carrizo Springs	0	0	0%	
Middle Rio Grande	259	Cotulla	0	0	0%	
Middle Rio Grande	275	Crystal City	0	0	0%	
Middle Rio Grande	276	Del Rio	0	0	0%	
Middle Rio Grande	**SubTotal**	**Subtotal**	**0**	**0**	**0%**	BC Target: 77%
		YTD Total	**148**	**112**	**76%**	BC Target: 77%

WORKFORCE SOLUTIONS
MIDDLE RIO GRANDE

A proud partner of the AmericanJobCenter network

Rosalind Lozano
Executive Director

POLICY LETTER

ID NO: ADMIN02 Chg4 **DATE ISSUED:** February 13, 2024

TO: Workforce Solutions Middle Rio Grande Contractors

FROM: Rosie Lozano, Executive Director

SUBJECT: Work Experience / Subsidized Employment

PURPOSE:

Provide job seekers with work experience opportunities who have poor or no work history and /or lack required skills to obtain and retain meaningful employment.

REFERENCES:

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CHOICES Guide Section B-500

POLICY:

Transitional jobs must be provided in combination with basic career services and supportive services. This combination of services is intended to help adults and dislocated workers transition to unsubsidized employment by the time their transitional jobs come to an end. These jobs may be in public, private, or nonprofit sectors. Transitional jobs can be an effective way for individuals to gain necessary work experience that they would otherwise not be able to get through an on-the-job-training (OJT) contract. The goal is for

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the individual to establish a work history, demonstrate work success, and develop skills that lead to entry into permanent unsubsidized employment. In a transitional job, there is an expectation that the individual will continue his or her employment with the employer after the work experience is complete.

Priority consideration for this activity will be given to Individuals with Barriers to Employment. The term "individual with a barrier to employment" means a member of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Native Americans, Alaskan Natives, and Natives Hawaiians
- Individuals with disabilities, including youth who are individuals with disabilities
- Older individuals (55 or over)
- Ex-offenders
- Homeless individuals or homeless children and youth
- Youth who are in or have aged out of the foster care system (any current or former foster youth may meet this barrier; however, the priority of services provision for current or former foster youth only applies to youth up to the age of 21)
- Individuals who are English language learners (who need instruction to gain competency in reading, writing, speaking, and comprehension of the English language), individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworker
- Single parents (including single pregnant women) and
- Long-term unemployed individuals

The Board has established a 240-hour limit for WIOA participants and to 480-hour limit for TANF participants on the duration of transitional jobs offered in the Middle Rio Grande Workforce area. If, based on a clients assessment, the need to increase the time limits or rate of pay for an individual work experience site be established, then the Workforce Solutions Program Director may approve an increase to the duration period for the WIOA participants time limits with justification annotated in the IEP. The Workforce Solutions Program Director may also adjust the standard rate of pay. This also must be annotated in the IEP.

The One-Stop Operator will not use more than 10 percent of their combined total Program Year (PY) budget of WIOA adult and dislocated worker funds, or 40 percent of TANF PY funds to subsidize transitional jobs. This may be subject to change due to funding if determined by the Executive Director.

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This policy applies to WIOA and TANF participants. It does not apply to SNAP E&T participants.

One-Stop Operator will develop revised procedures 30 days upon release of this policy. The procedures will include implementation details including participant program attachments, Employer Agreement & supervisor handbook, and identification of employer of record for payroll functions.

EFFECTIVE DATE:
~~October 1, 2024~~ February 14, 2024

RECISSIONS:
ADMIN02 Change ~~2~~3

INQUIRIES:

If you have any questions, contact rosalind.lozano@wfsmrg.org

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Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

February 13, 2025

Information Item
Workforce Programs Report

PURPOSE

Provide the Board with an update of the Workforce Programs

DISCUSSION

1. Texas Workforce Commission August 2024 MPR:

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   - Employed Q4 Post Exit – Adult
   - Median Earning Q2 Post Exit – Adult
   - Median Earning Q2 - Youth
   - Credential Rate – Youth

   The following have more than **3 months** in a row with the performance measure that are negative in performance (not meeting):

   - Median Earning Q2 Post Exit – Dislocated Worker
   - Employed Enrolled Q2-Q4 Post Exit - C&T
   - Credential Rate – C&T
   - Claimant Reemployment within 10 weeks

   *(**some measures were not calculated**)

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ACTION: No action required.

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **MIDDLE RIO GRANDE**

FINAL RELEASE

As Originally Published 10/10/2024

AUGUST 2024 REPORT

Status Summary	With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP
Contracted Measures	4	6	8	55.56%

Source / Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num / YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
WIOA Outcome Measures															
DOL-C / 1,2	Employed Q2 Post Exit – Adult (DOL)	MP	101.50%	73.20%	73.20%	74.30%	74.40%	87.50%	26 / 35	69.20%	85.70%	71.40%	75.00%	7/22	6/23
DOL-C / 1,2	Employed Q4 Post Exit – Adult (DOL)	-P	74.42%	81.30%	81.30%	60.50%	90.00%	76.00%	26 / 43	42.90%	75.00%	53.90%	57.10%	1/22	12/22
DOL-C / 2	Median Earnings Q2 Post Exit – Adult (DOL)	-P	60.67%	$9,200.00	$9,200.00	$5,581.99	$7,774.66	$10,152.50	n/a / 26	$5,317.00	$15,009.93	$3,634.03	$14,505.60	7/22	6/23
DOL-C / 1,2	Credential Rate – Adult (DOL)	+P	113.29%	85.00%	85.00%	96.30%	97.20%	65.40%	26 / 27	100.00%	100.00%	87.50%	100.00%	1/22	12/22
DOL-C / 1,3	Measurable Skills Gains - Adult (DOL)	---	-----	-----	-----	n/a	n/a	89.70%	n/a / n/a	-----	-----	-----	-----	7/24	8/24
DOL-C / 1,2	Employed Q2 Post Exit – DW (DOL)	MP	93.31%	82.20%	82.20%	76.70%	100.00%	100.00%	23 / 30	75.00%	100.00%	84.20%	50.00%	7/22	6/23
DOL-C / 1,2	Employed Q4 Post Exit – DW (DOL)	MP	109.62%	81.10%	81.10%	88.90%	87.50%	100.00%	8 / 9	n/a	100.00%	75.00%	100.00%	1/22	12/22
DOL-C / 2	Median Earnings Q2 Post Exit – DW (DOL)	-P	64.11%	$12,400.00	$12,400.00	$7,949.79	$15,781.86	$9,697.50	n/a / 23	$10,189.57	$3,797.19	$7,512.83	$16,067.35	7/22	6/23
DOL-C / 1,2	Credential Rate – DW (DOL)	MP	91.53%	85.00%	85.00%	77.80%	100.00%	100.00%	7 / 9	n/a	75.00%	100.00%	0.00%	1/22	12/22
DOL-C / 1,3	Measurable Skills Gains - DW (DOL)	---	-----	-----	-----	n/a	n/a	81.30%	n/a / n/a	-----	-----	-----	-----	7/24	8/24
DOL-C / 1,2	Employed/Enrolled Q2 Post Exit – Youth (DOL)	+P	127.89%	71.70%	71.70%	91.70%	60.40%	70.20%	44 / 48	93.90%	n/a	100.00%	80.00%	7/22	6/23
DOL-C / 1,2	Employed/Enrolled Q4 Post Exit – Youth (DOL)	+P	114.86%	72.00%	72.00%	82.70%	67.00%	72.20%	43 / 52	40.00%	71.40%	93.90%	n/a	1/22	12/22
DOL-C / 2	Median Earnings Q2 Post Exit – Youth (DOL)	-P	83.89%	$3,300.00	$3,300.00	$2,768.41	$2,875.90	$2,765.00	n/a / 24	$1,404.88	n/a	$4,764.84	$3,188.10	7/22	6/23
DOL-C / 1,2	Credential Rate – Youth (DOL)	-P	41.29%	85.00%	85.00%	35.10%	100.00%	32.40%	13 / 37	0.00%	50.00%	32.00%	n/a	1/22	12/22
DOL-C / 1,3	Measurable Skills Gains - Youth (DOL)	---	-----	-----	-----	n/a	n/a	85.70%	n/a / n/a	-----	-----	-----	-----	7/24	8/24
LBB-NK / 2	Employed/Enrolled Q2 Post Exit – C&T Participants Except Other	MP	100.76%	66.00%	66.00%	66.50%	69.80%	63.40%	1,599 / 2,403	67.20%	65.10%	74.10%	59.80%	7/22	6/23
LBB-K / 2	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants Except Other	-P	88.69%	84.00%	84.00%	74.50%	79.00%	75.40%	1,200 / 1,611	64.40%	76.20%	83.80%	71.60%	1/22	12/22
LBB-K / 2	Credential Rate – C&T Participants	-P	92.25%	71.00%	71.00%	65.50%	59.80%	54.00%	57 / 87	75.00%	71.40%	53.90%	87.50%	1/22	12/22

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

BOARD SUMMARY REPORT - CONTRACTED MEASURES

FINAL RELEASE

Year-to-Date Performance Periods*

As Originally Published 10/10/2024

BOARD NAME: **MIDDLE RIO GRANDE**

AUGUST 2024 REPORT

Source / Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num / YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
WIOA Outcome Measures															
TWC	**Claimant Reemployment within 10 Weeks**	-P	93.55%	60.00%	60.00%	56.13%	60.02%	60.75%	1,460 / 2,601	64.77%	50.89%	55.47%	52.87%	7/23	5/24
TWC	**Employers Receiving Texas Talent Assistance**	+P	134.69%	715	764	963	946	892	----- / -----	356	415	394	318	10/23	8/24
Reemployment and Employer Engagement Measures															
TWC 4	**Choices Full Engagement Rate - All Family Total**	n/a	n/a	n/a	50.00%	N/L	N/L	39.86%	N/L / N/L	N/L	N/L	N/L	N/L	10/23	8/24
LBB-K	**Avg # Children Served Per Day - Combined**	MP	99.12%	1,365	1,365	1,353	1,444	1,494	324,771 / 240	1,245	1,343	1,425	1,421	10/23	8/24
Program Participation Measures															

1. WIOA 116 requires states to update WIOA targets at the end of the year using the statistical adjustment model that has been updated with the final local casemix and economic conditions. These updates will occur with the BCY24 End of Year MPR.
2. The report source for this measure is being remediated to work with VOS. However, the MPR reflects full performance using all data available at the time VOS went live. Upon conclusion of the remediation, we will repopulate the MPR with a load that reflects all the data entry occurring after go live.
3. The report source for this measure is being remediated to work with VOS and will be populated when that work is concluded.

4. Data in final testing and will be available for the BCY24 End of Year MPR as well as backfilled to prior months.

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

SUMMARY OF PERFORMANCE YEAR

	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug '24
Adult												
Employed Q2	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP
Employed Q4	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P
Median Earning Q2	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P
Credential Rate	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P
Measurable Skills Gains	MP	-P	-P	MP	MP	-P	-P	--	--	--	--	--
DW												
Employed Q2	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP
Employed Q4	--	--	--	+P	+P	+P	MP	MP	MP	MP	MP	MP
Median Earning Q2	+P	+P	+P	MP	MP	MP	-P	-P	-P	-P	-P	-P
Credential Rate	--	--	--	+P	+P	+P	MP	MP	MP	MP	MP	MP
Measurable Skills Gains	-P	MP	-P	+P	MP	MP	MP	--	--	--	--	--
Youth												
Employed/Enrolled Q2	-P	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P
Employed/Enrolled Q4	-P	-P	-P	-P	-P	-P	+P	+P	+P	+P	+P	+P
Median Earning Q2	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P
Credential Rate	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P	-P
Measurable Skills Gains	-P	-P	-P	-P	-P	-P	-P	--	--	--	--	--
CT												
Employed/Enrolled Q2	--	--	--	--	--	--	MP	MP	MP	MP	MP	MP
Employed/Enrolled Q2-Q4	--	--	--	--	--	--	-P	-P	-P	-P	-P	-P
Credential Rate	--	--	--	--	--	--	-P	-P	-P	-P	-P	-P
Reemployment												
Claimant Reemployment within 10 Weeks	MP	--	--	--	--	--	-P	-P	MP	-P	-P	-P
Empyers Receiving Texas Talent Assistance	-P	--	+P	+P	+P	+P	+P	+P	+P	+P	+P	+P
Score:	47.37%	46.67%	40.00%	58.82%	58.82%	52.94%	50.00%	55.56%	61.11%	55.56%	55.56%	55.56%

With Positive Performance	+P
Meeting Performance	MP
With Negitive Performance	-P

BCY24	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug '24
	47.37%	46.67%	40.00%	58.82%	58.82%	52.94%	50.00%	55.56%	61.11%	55.56%	55.56%	55.56%
BCY23	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug '23
	52.38%	63.16%	70.00%	75.00%	75.00%	65.00%	75.00%	76.19%	85.71%	71.43%	61.90%	66.67%

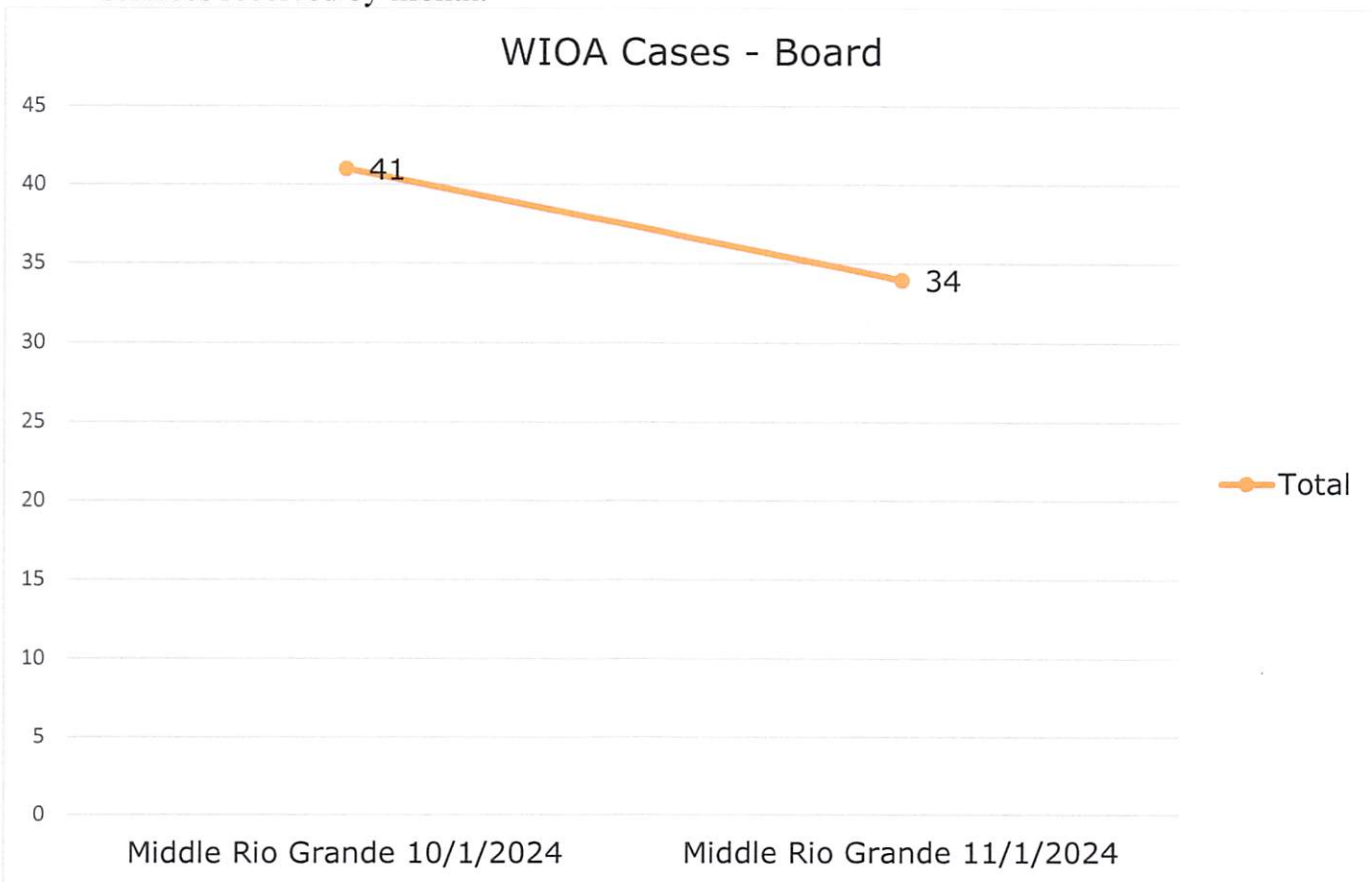
WIOA Participatory Report

October Report Total: 41
November Report Total: 34

Participant Services Trends

- November services 68 (68)
  - Adult – 19
  - DW – 13
  - Youth – 2

- **October** Participant Services Trends – Report shows participants and their services received by month.



- Data provided by TWC

RESEA - Middle Rio Grande Quarterly Performance BCY 2024

QUARTER1 BCY 2024 (Oct -Dec 2024)						
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate	
Middle Rio Grande	248	Uvalde	15	8	53.3%	
Middle Rio Grande	249	Eagle Pass	86	71	82.6%	
Middle Rio Grande	252	Carrizo Springs	10	6	60.0%	
Middle Rio Grande	259	Cotulla	7	5	71.4%	
Middle Rio Grande	275	Crystal City	0	0	0.0%	
Middle Rio Grande	276	Del Rio	30	22	73.3%	
Middle Rio Grande	**SubTotal**		**148**	**112**	**75.7%**	BC Target: 77%
QUARTER2 BCY 2024 (Jan - Mar 2025)						
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate	
Middle Rio Grande	248	Uvalde	0	0	0%	
Middle Rio Grande	249	Eagle Pass	0	0	0%	
Middle Rio Grande	252	Carrizo Springs	0	0	0%	
Middle Rio Grande	259	Cotulla	0	0	0%	
Middle Rio Grande	275	Crystal City	0	0	0%	
Middle Rio Grande	276	Del Rio	0	0	0%	
Middle Rio Grande	**SubTotal**	**Subtotal**	**0**	**0**	**0%**	BC Target: 77%
QUARTER3 BCY 2024 (Apr - Jun 2025)						
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate	
Middle Rio Grande	248	Uvalde	0	0	0%	
Middle Rio Grande	249	Eagle Pass	0	0	0%	
Middle Rio Grande	252	Carrizo Springs	0	0	0%	
Middle Rio Grande	259	Cotulla	0	0	0%	
Middle Rio Grande	275	Crystal City	0	0	0%	
Middle Rio Grande	276	Del Rio	0	0	0%	
Middle Rio Grande	**SubTotal**	**Subtotal**	**0**	**0**	**0%**	BC Target: 77%
QUARTER4 BCY 2024 (Jul - Sept 2025)						
LWDA Name	Office Numbers	Office Names	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate	
Middle Rio Grande	248	Uvalde	0	0	0%	
Middle Rio Grande	249	Eagle Pass	0	0	0%	
Middle Rio Grande	252	Carrizo Springs	0	0	0%	
Middle Rio Grande	259	Cotulla	0	0	0%	
Middle Rio Grande	275	Crystal City	0	0	0%	
Middle Rio Grande	276	Del Rio	0	0	0%	
Middle Rio Grande	**SubTotal**	**Subtotal**	**0**	**0**	**0%**	BC Target: 77%
		YTD Total	**148**	**112**	**76%**	BC Target: 77%

VOSGreeter® - State Reason Code Usage by Region/Office
January 1, 2025 to January 31, 2025

LWDB Middle Rio Grande Workforce Board

State Reason Code	Office	Reason Code Total Per Office	Reason Code Total
01. It's my first time here.			256
	248 WF Sol MRG Uvalde	22	
	249 WF Sol MRG Eagle Pass	73	
	252 WF Sol MRG Carrizo Springs	4	
	259 WF Sol MRG Cotulla	23	
	275 WF Sol MRG Crystal City	86	
	276 WF Sol MRG Del Rio	48	
02. I need help finding a job.			1,091
	248 WF Sol MRG Uvalde	129	
	249 WF Sol MRG Eagle Pass	482	
	252 WF Sol MRG Carrizo Springs	92	
	259 WF Sol MRG Cotulla	16	
	275 WF Sol MRG Crystal City	3	
	276 WF Sol MRG Del Rio	369	
03. I lost my job and want to file for unemployment.			161
	248 WF Sol MRG Uvalde	20	
	249 WF Sol MRG Eagle Pass	4	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	38	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	99	
04. I'm here to use the resource room.			400
	248 WF Sol MRG Uvalde	110	
	249 WF Sol MRG Eagle Pass	32	
	252 WF Sol MRG Carrizo Springs	60	
	259 WF Sol MRG Cotulla	55	
	275 WF Sol MRG Crystal City	18	
	276 WF Sol MRG Del Rio	125	
05. Veteran Services			63
	248 WF Sol MRG Uvalde	29	
	249 WF Sol MRG Eagle Pass	3	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	25	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	6	
	81		

06. Child Care Services			222
	248 WF Sol MRG Uvalde	101	
	249 WF Sol MRG Eagle Pass	53	
	252 WF Sol MRG Carrizo Springs	1	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	4	
	276 WF Sol MRG Del Rio	63	
07. Choices EPS			325
	248 WF Sol MRG Uvalde	2	
	249 WF Sol MRG Eagle Pass	295	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	22	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	6	
08. RESEA Orientation			130
	248 WF Sol MRG Uvalde	23	
	249 WF Sol MRG Eagle Pass	48	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	34	
	275 WF Sol MRG Crystal City	18	
	276 WF Sol MRG Del Rio	7	
09. Vocational Rehabilitation			28
	248 WF Sol MRG Uvalde	6	
	249 WF Sol MRG Eagle Pass	5	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	14	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	3	
10. SNAP E&T EPS			75
	248 WF Sol MRG Uvalde	22	
	249 WF Sol MRG Eagle Pass	5	
	252 WF Sol MRG Carrizo Springs	1	
	259 WF Sol MRG Cotulla	19	
	275 WF Sol MRG Crystal City	3	
	276 WF Sol MRG Del Rio	25	
11. WIOA Orientation			178
	248 WF Sol MRG Uvalde	150	
	249 WF Sol MRG Eagle Pass	16	
	252 WF Sol MRG Carrizo Springs	1	
	259 WF Sol MRG Cotulla	6	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	5	
	82		

12. Job Club			200
	248 WF Sol MRG Uvalde	6	
	249 WF Sol MRG Eagle Pass	134	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	18	
	275 WF Sol MRG Crystal City	11	
	276 WF Sol MRG Del Rio	31	
13. Job Fair/Hiring Event			45
	248 WF Sol MRG Uvalde	0	
	249 WF Sol MRG Eagle Pass	31	
	252 WF Sol MRG Carrizo Springs	13	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	1	
14. Job Search/Referral			588
	248 WF Sol MRG Uvalde	108	
	249 WF Sol MRG Eagle Pass	9	
	252 WF Sol MRG Carrizo Springs	95	
	259 WF Sol MRG Cotulla	21	
	275 WF Sol MRG Crystal City	34	
	276 WF Sol MRG Del Rio	321	
15. Youth Services			21
	248 WF Sol MRG Uvalde	1	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	20	
16. Training Services			28
	248 WF Sol MRG Uvalde	12	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	5	
	275 WF Sol MRG Crystal City	2	
	276 WF Sol MRG Del Rio	9	
17. Workshop/Job Readiness Module			110
	248 WF Sol MRG Uvalde	2	
	249 WF Sol MRG Eagle Pass	97	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	10	
	276 WF Sol MRG Del Rio	1	
	83		

18. Support Services			311
	248 WF Sol MRG Uvalde	14	
	249 WF Sol MRG Eagle Pass	22	
	252 WF Sol MRG Carrizo Springs	5	
	259 WF Sol MRG Cotulla	39	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	231	
19. Trade			1
	248 WF Sol MRG Uvalde	0	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	1	
21. Older Worker (55+)			47
	248 WF Sol MRG Uvalde	0	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	47	
22. Migrant Seasonal Farm Worker			59
	248 WF Sol MRG Uvalde	13	
	249 WF Sol MRG Eagle Pass	29	
	252 WF Sol MRG Carrizo Springs	1	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	14	
	276 WF Sol MRG Del Rio	2	
23. Experience Works			9
	248 WF Sol MRG Uvalde	1	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	8	
	276 WF Sol MRG Del Rio	0	
24. Ticket for Success			45
	248 WF Sol MRG Uvalde	0	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	45	
	276 WF Sol MRG Del Rio	0	
	84		

25. Disaster Assistance			0
	248 WF Sol MRG Uvalde	0	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	0	
26. Wage Claim			23
	248 WF Sol MRG Uvalde	0	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	19	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	4	
28. Business Services			220
	248 WF Sol MRG Uvalde	80	
	249 WF Sol MRG Eagle Pass	60	
	252 WF Sol MRG Carrizo Springs	47	
	259 WF Sol MRG Cotulla	10	
	275 WF Sol MRG Crystal City	14	
	276 WF Sol MRG Del Rio	9	
29. In-Person Services			2,406
	248 WF Sol MRG Uvalde	383	
	249 WF Sol MRG Eagle Pass	1,075	
	252 WF Sol MRG Carrizo Springs	138	
	259 WF Sol MRG Cotulla	94	
	275 WF Sol MRG Crystal City	147	
	276 WF Sol MRG Del Rio	569	
30. Virtual Services			345
	248 WF Sol MRG Uvalde	79	
	249 WF Sol MRG Eagle Pass	58	
	252 WF Sol MRG Carrizo Springs	68	
	259 WF Sol MRG Cotulla	28	
	275 WF Sol MRG Crystal City	86	
	276 WF Sol MRG Del Rio	26	
31. Assessment/Testing			19
	248 WF Sol MRG Uvalde	10	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	4	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	5	
	85		

Event Attendance			30
	248 WF Sol MRG Uvalde	0	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	30	
I am here to see a specific staff member			356
	248 WF Sol MRG Uvalde	18	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	338	
SYSTEM			0
	248 WF Sol MRG Uvalde	0	
	249 WF Sol MRG Eagle Pass	0	
	252 WF Sol MRG Carrizo Springs	0	
	259 WF Sol MRG Cotulla	0	
	275 WF Sol MRG Crystal City	0	
	276 WF Sol MRG Del Rio	0	
Total State Visit Reason Code Usage:			**7,792**

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

February 13, 2025

Youth Coach

BACKGROUND

The Youth Coach serves as a resource for Middle Schools and High Schools in the Middle Rio Grande Region to educate, expand, and enhance the provision of post-secondary education services for students from 12-22 years of age.

DISCUSSION

Youth Coach will continue to provide students with information about educational opportunities, local labor market demand, career information, and available workforce services to help them make sound career decisions after graduation. Youth Coach will continue to build and sustain collaborative partnerships with the school districts, colleges, Vocational Rehabilitation, Student Hireability Navigator, workforce staff, employers and all other entities to improve the quality of services for the students.

COLLABORATION

Youth Coach is housed at Del Rio High School and is working collaboratively with San Felipe Del Rio-CISD to provide services to students.
Youth Coach is also working collaboratively with the following districts: Comstock ISD, Rocksprings ISD, Brackett ISD, Knippa ISD, La Pryor ISD, and Nueces Canyon CISD to provide services to the High Schools and Junior High Schools in their districts.
Youth Coach has taken on the responsibilities of also working collaboratively with Eagle Pass ISD, Carrizo Springs CISD, Crystal City ISD, Cotulla ISD, Leakey ISD, Sabinal ISD, Utopia ISD, and Uvalde CISD to provide services to the High Schools and Junior High Schools in their districts.

YOUTH COACH-Martha Bagneschi				
NAME OF EVENT	**STUDENTS**	**PARENTS**	**ADULTS**	**COUNTY**
Soft Skills and Resume Building	25		5	Uvalde
Soft Skills and Career Exploration	85		2	Val Verde
Red White and You event			283	Val Verde
City of Del Rio Health Fair			350	Val Verde
SGLC Career Exploration	31		2	Val Verde
Career Exploration	110		2	Val Verde
Career Exploration	100		3	Uvalde
Career Exploration	106		2	Val Verde
Health Science Career Exploration	95		2	Val Verde
DRHS College Night	190	100	60	Val Verde
Uvalde College Fair	488		80	Uvalde
ECHS Employability Skills	30		1	Val Verde
Tap into the Future	2	2	5	Uvalde
DRFS Career Exploration	40		3	Val Verde
ACE Career Exploration	40		1	Val Verde
Brackett CCMR Day	520		60	Kinney
SGLC Career Week	30		55	Val Verde
Knippa Career Exploration	95		7	Uvalde
Career Exploration	380		4	Maverick
DRMS Career Exploration	300		3	Val Verde

COUNTY	**STUDENTS**	**PARENTS**	**ADULTS**
UVALDE	710	2	100
VAL VERDE	957	100	786
KINNEY	520		60
MAVERICK	380		4

GRAND TOTALS:	**STUDENTS**	**PARENTS**	**ADULTS**
	2,567	**102**	**950**

Workforce Solutions Middle Rio Grande Board

Student HireAbility Navigator

February 13, 2025

Information Item

BACKGROUND

The Student HireAbility Navigator (SHN) serves as a resource in the Middle Rio Grande Region to support, expand, and enhance the provision of pre-employment transition services that are provided by Vocational Rehabilitation Services (VR) for students with disabilities from 14-22 years of age.

DISCUSSION

The SHN will continue to build and sustain collaborative partnerships with school districts, colleges, VR, workforce staff, employers, and all other entities to improve the quality of services for students.

COLLABORATION

The SHN will work collaboratively with the VR Counselor, Regional VR, SHN mentor, education service centers, school districts, community partners, and employers.

The following school districts are in the Middle Rio Grande Region: Comstock ISD, Rocksprings ISD, Brackett ISD, Knippa ISD, La Pryor ISD, Nueces Canyon CISD, Eagle Pass ISD, San Felipe Del Rio-CISD, Carrizo Springs CISD, Crystal City ISD, Cotulla ISD, Leakey ISD, Sabinal ISD, Utopia ISD, and Uvalde CISD.

The following Education Service Centers are in the Middle Rio Grande Region: Education Service Center Region 15 and Education Service Center Region 20.

Student HireAbility Navigator Board Report-February 2025

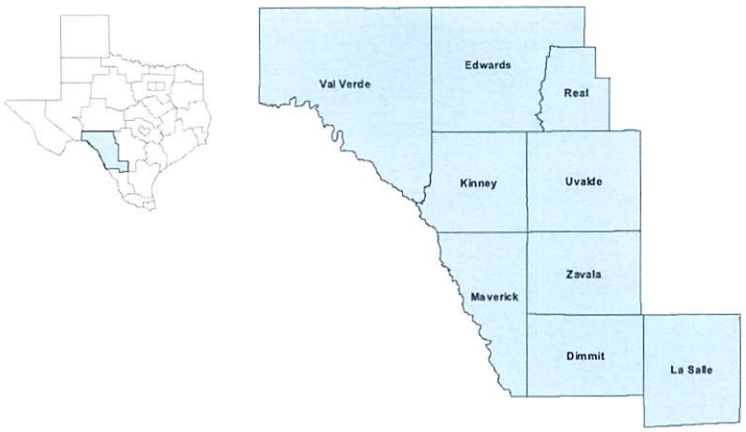
NAME OF EVENT	STUDENTS	PARENTS	ADULTS	COUNTY
Employer Meeting in collaboration with TVRC			3	Real
Avance Mental Health Advisory Committee			96	Uvalde, Kinney, Edwards, Zavala, Real
CC Winn College and Career Expo	200	75		Maverick
Hiring Red White and You			283	Val Verde
CC Winn College Fair	488	80		Maverick
Maverick County Early Childhood Coalition			35	Maverick
UTHSCSA Presentation			2	Uvalde, Kinney, Edwards, Zavala, Real, Val Verde, Maverick, Dimmit,La Salle
Uvalde CISD Parent Presentation "Tap into the Future"			5	Uvalde
Brackett ISD CCMR Day	520		60	Kinney
Student Guidance & Learning Center Presentation Del Rio	30		10	Val Verde
UCISD Special Education Dept Presentation			2	Uvalde
Chicanos Por La Causa Staff Presentation			21	Uvalde
Knippa ISD VR/LMCI Outreach			2	Uvalde
Sabinal ISD Outreach			2	Uvalde
Rotary Club Meeting at the Uvalde Country Club			14	Uvalde
Nueces Canyon ISD District Wide Career Fair	114		40	Real and Edwards

Outreach by County	STUDENTS	PARENTS	ADULTS
LA SALLE			0
ZAVALA			0
KINNEY	520		60
UVALDE			46
Val Verde	30		293
REAL	57		23
MAVERICK	688	155	35
Edwards	57		20
Dimmit			0
ALL COUNTIES			98

Outreach in Middle Rio Grande Area:	STUDENTS	PARENTS	ADULTS
	1,352	155	575

LAUS Report December 2023 & December 2024						
Year	Period	Area	Employment	Civilian Labor Force	Unemployment	Unemployment Rate
2023	December	Middle Rio Grande	69,913	73,468	3,555	4.8
2024	December	Middle Rio Grande	71,723	76,120	4,397	5.8
2023	December	Dimmit	6,158	6,316	158	2.5
2024	December	Dimmit	6,450	6,645	195	2.9
2023	December	Edwards	1,153	1,183	30	2.5
2024	December	Edwards	1,224	1,256	32	2.5
2023	December	Kinney	1,189	1,232	43	3.5
2024	December	Kinney	1,213	1,269	56	4.4
2023	December	La Salle	3,997	4,084	87	2.1
2024	December	La Salle	4,260	4,423	163	3.7
2023	December	Maverick	22,093	23,746	1,653	7
2024	December	Maverick	23,038	24,882	1,844	7.4
2023	December	Real	1,054	1,103	49	4.4
2024	December	Real	1,089	1,134	45	4
2023	December	Uvalde	10,591	10,977	386	3.5
2024	December	Uvalde	10,909	11,339	430	3.8
2023	December	Val Verde	20,492	21,433	941	4.4
2024	December	Val Verde	20,173	21,528	1,355	6.3
2023	December	Zavala	3,186	3,394	208	6.1
2024	December	Zavala	3,367	3,644	277	7.6

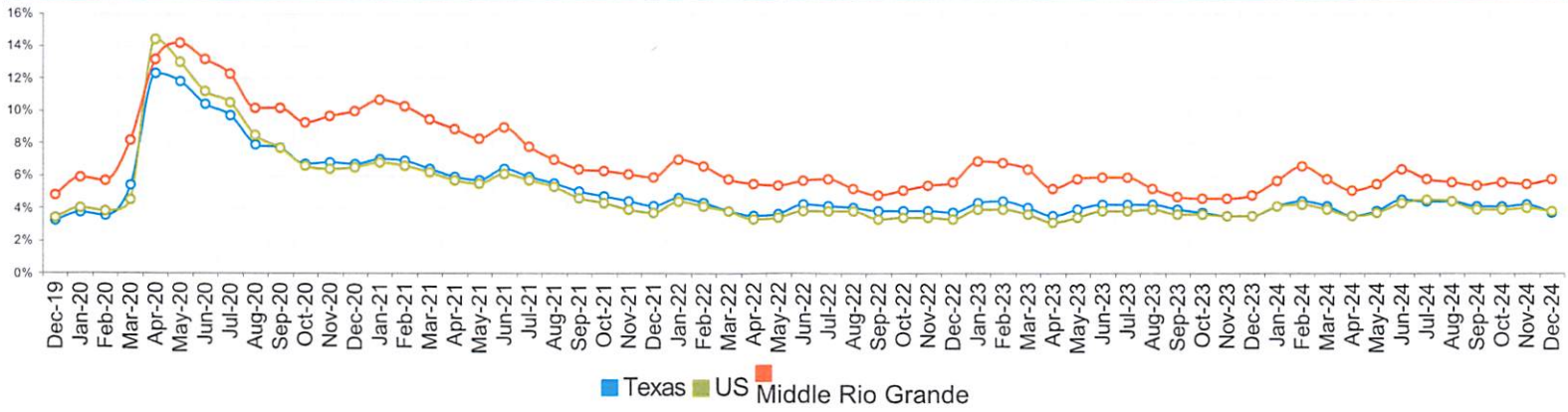
Middle Rio Grande Workforce Development Area



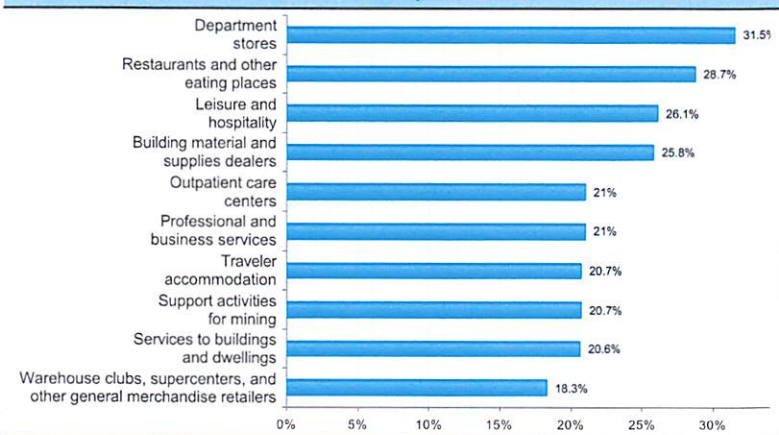
December 2024

WDA Labor Force Statistics				
	Dec-24	Nov-24	Dec-23	Yearly Change
Civilian Labor Force	76,120	75,771	73,468	2,652
Employed	71,723	71,587	69,913	1,810
Unemployed	4,397	4,184	3,555	842
Unemployment Rate	5.8%	5.5%	4.8%	1.0%
Texas Labor Force Statistics				
	Dec-24	Nov-24	Dec-23	Yearly Change
Civilian Labor Force	15,591,398	15,620,707	15,090,824	500,574
Employed	15,012,362	14,965,379	14,564,917	447,445
Unemployed	579,036	655,328	525,907	53,129
Unemployment Rate	3.7%	4.2%	3.5%	0.2%
US Labor Force Statistics				
	Dec-24	Nov-24	Dec-23	Yearly Change
Civilian Labor Force	167,746,000	168,164,000	166,661,000	1,085,000
Employed	161,294,000	161,456,000	160,754,000	540,000
Unemployed	6,452,000	6,708,000	5,907,000	545,000
Unemployment Rate	3.8%	4.0%	3.5%	0.3%
Continued Claims for the Week of the 12th				
	Dec-24	Nov-24	Dec-23	Yearly Change
WDA	1,338	855	972	366
Texas	122,026	116,908	114,107	7,919

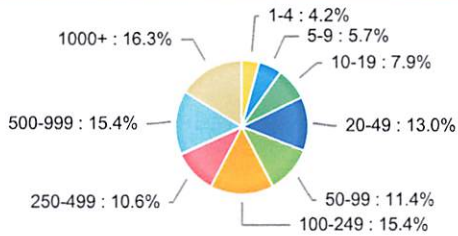
Historical Unemployment Rates



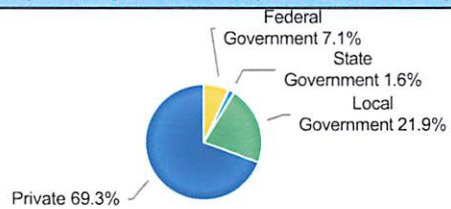
Projected Top Ten Fastest Growing Industries in WDA (% Growth 2022-2032)



Employment by Size Class (2nd Quarter 2024)



Employment by Ownership (2nd Quarter 2024)



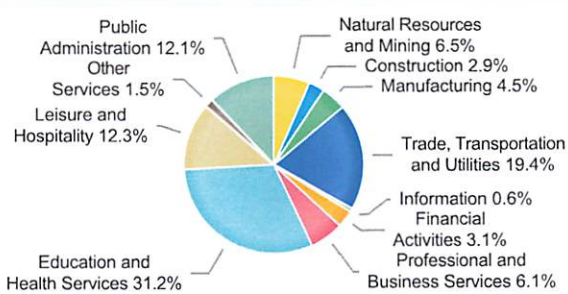
Average Weekly Wage (2nd Quarter 2024)

	Q2 2024	Q1 2024	Q2 2023	Quarterly Change	Yearly Change
WDA	$979	$963	$930	$16	$49
Texas	$1,381	$1,540	$1,321	$-159	$60
US	$1,390	$1,527	$1,332	$-137	$58

Employment by Industry (2nd Quarter 2024, Percent Change)

Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	3,918	6.5%	-0.8%	-8.9%
Construction	1,756	2.9%	-5.3%	-6.6%
Manufacturing	2,757	4.5%	-0.8%	-4.9%
Trade, Transportation and Utilities	11,793	19.4%	1.7%	-1.3%
Information	350	0.6%	6.4%	-3.0%
Financial Activities	1,866	3.1%	1.1%	-3.4%
Professional and Business Services	3,680	6.1%	3.3%	0.4%
Education and Health Services	18,922	31.2%	-1.7%	1.3%
Leisure and Hospitality	7,442	12.3%	9.9%	3.8%
Other Services	912	1.5%	0.0%	9.9%
Public Administration	7,328	12.1%	1.0%	2.5%

Employment by Industry (2nd Quarter 2024)



WORKFORCE SOLUTIONS
MIDDLE RIO GRANDE

A proud partner of the AmericanJobCenter network

To: Board of Directors

From: Rosie Avila-Lozano, Executive Director

Date: February 6, 2025

I have continued meeting with various partners to re-establish the essential partnership that our agency needs. I have been working closely with the Crystal City Coalition. The Board has attended a variety of meetings and is working to address the needs of Zavala County. I also had the opportunity to meet with the Knippa ISD to discuss the application of a JET grant. I also met with the Uvalde ISD to help provide information on training and job opportunities the Board can provide.

I had a meeting with an organization that is collaborating with Community Health Development/Our Health regarding health care industry apprenticeships. I have a scheduled meeting with TWC to get more information on apprenticeships and with the CEO of CHDI to see if we can work together to expand the Medical Assistant Program in our area.

I have also submitted for the Military to Civilian Employment grant. This grant is geared to provide employment services, training and wraparound support services to assist transitioning service members, recently separated veterans and military spouses transitioning to civilian employment.

The Board Executive Committee and MRGDC Executive Committee had a meeting on December 16, 2024 @ 2:00 p.m. in Uvalde to discuss the parts that both sides play. I feel this meeting opened the doors of communication and will allow us to move forward and improve the delivery of services to our region.

We have been working with TWC Audit Resolution to clear up all findings from Subrecipient Monitoring. Most of the financial findings have been resolved, but we are still having issues with the program findings.

TWC Subrecipient monitoring team will begin their review on April 7-11, 2025.

The Board's Youth Coach has resigned. I have started advertising for a replacement. We will be hiring 2 on a temporary basis. The grant for this funding will end on October 31, 2025.

Just a reminder, the Board will have 14 members that will be up for re-appointment. Marisa will be meeting with the CEO's starting in April for new or re appointments.

To: Rosie Lozano, WFS MRG Board Executive Director
Michelle Garcia, MRG Executive Director
From: Barbara S. Lopez, Director of Workforce Programs
Date: January 14, 2025
Subject: Workforce Solution Summary Report Oct.-Dec. 2024

Workforce Solution Middle Rio Grande Activity Report

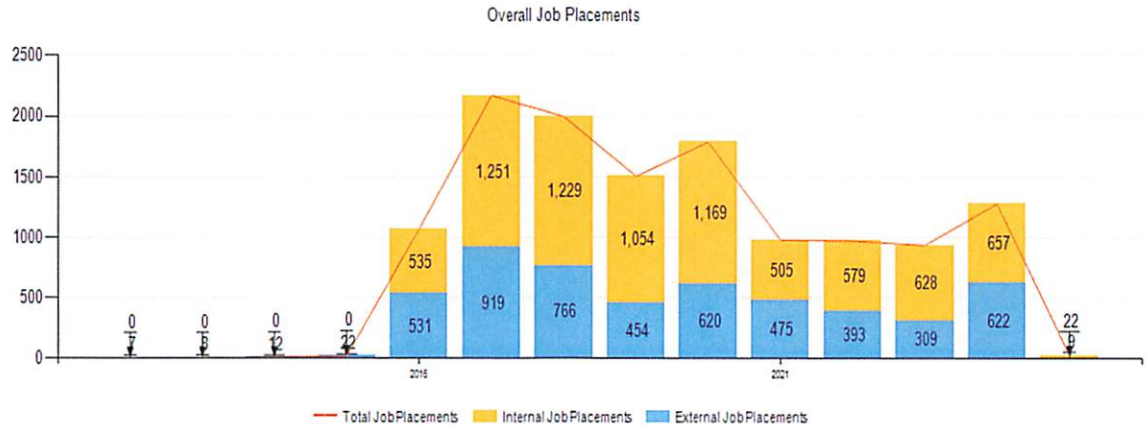
1. Employer Engagement Initiatives:
- Outreach Events: Successfully conducted employer outreach aimed at discussing workforce needs and promoting our available services by attending community events and hosting job and career fairs tailored to employer's needs.
- Business Collaboration: Working closely with local businesses to identify workforce gaps allowed us to tailor training programs that directly aligned with their specific needs. This was accomplished by making business contacts and providing orientations led by business service managers to help inform, educate, and assist businesses with recruitment.
- Job Fairs: Hosted job fairs in partnership with regional employers, resulting in over 285 job seekers engaging with potential employers and job opportunities.
2. Business Partnerships:
- Educational Collaborations: Established partnerships with local educational institutions such as the Southwest Texas College, Star Career, Sendero and Crystal City Coalition to create streamlined pathways for effective workforce training.
- Economic Development Engagement: Collaborated with economic development organizations such as the Chamber of Commerce, Small Business Administration, and local county and city personnel to promote workforce solutions contributing to regional economic growth.
3. Targeted Training Programs:
- Industry-Specific Training: Launched specialized training programs in conjunction with businesses to enhance their existing workforce to meet the demands of the industry, including upskilling and WIOA training programs.
- Internship/Apprenticeship/Work Experience Opportunities: Created hands-on learning opportunities sponsored by regional businesses, allowing participants to gain valuable experience in high-demand fields with 15 participants from October to December of 2024.

These initiatives underline our commitment to fostering strong relationships with employers and enhancing job readiness among the workforce through tailored training and supportive partnerships.

4. Data-Driven Results:

- Over this reporting period, our business services team successfully assisted employers in addressing their staffing needs and facilitated the placement of candidates into various roles.

Executive - Job Placements 2024
Region : Middle Rio Grande WF Board



Region/LWDB : Middle Rio Grande WF Board
Program Year: 2024
Date Range: 2024-10-01 - 2024-12-31

Employer Services Type	Total Employers Served
Workforce Recruitment Assistance	259

5. Outreach and Marketing:

To expand our reach and connect with a diverse range of employers, we have intensified our marketing strategies. Our targeted social media campaigns and\ informative email newsletters are designed to showcase success stories and highlight the comprehensive workforce development services we offer. Additionally, our active participation in local community events has significantly enhanced awareness of our workforce initiatives. This engagement not only fosters a greater understanding of our programs but also promotes increased employer involvement.

6. Employment Services with Workforce Programs:

-We collaborated closely with the Workforce Innovation and Opportunity Act (WIOA) and Choices/SNAP programs to ensure that employers fully understand the program benefits available, including On-the-Job Training

(OJT) and wage subsidization options such as Work-Experience.
Our team supports employers in navigating the administrative processes involved in accessing WIOA funding opportunities, ensuring smoother participation and utilization of available resources.

7. Program enrollment:
Summarizing the various enrollment numbers related to programs such as WIOA (Workforce Innovation and Opportunity Act), CHOICES, and SNAP (Supplemental Nutrition Assistance
Program). These reports typically include:

- **Active Caseload: This refers to the number of customers currently receiving case management services. It encompasses participants in WIOA, CHOICES, and SNAP programs who are actively engaged with staff and receiving assistance.**

- **Referrals from HHSC: This includes customers who have been referred by the Health and Human Services Commission (HHSC) and downloaded into WIT case management system for outreach into our Choices & SNAP programs. These individuals may not yet be actively engaged in services but are part of staff outreach efforts for potential case management.**

- **WIOA Follow-Up Customers: This segment pertains to customers who have completed WIOA services and are in a follow-up status. This follow-up service requires continued case management which includes monitoring their progress post-service to ensure they are still successfully employed or may be needing continued support services such as job search/job development assistance, in alignment with their career goals.**

Monthly Caseload Reports: 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.

October 2024 – 223
November 2024 – 395
December 2024 - 408

Activities/Events-Oct-Dec 2024
- **Oct. 2024- Regional Law Enforcement National Night Out**
  Regional Career Fairs in collaboration with ISD's & SWTC
  Hosted Employer Hiring Events and Job Fairs
  Provided Employer Orientations of WFS/MRG Menu of Services
- **Nov. 2024- Hosted Red, White & You Job Fair**
  Hosted Annual Staff Training presenting sessions of Family

Violence & Cybersecurity
Crystal City Coalition & SWTC Lineman Advisory Committee
- Dec. 2024- Attended the TWC Annual Conference

8. Challenges and Opportunities:
- While the transition to the new WorkinTexas Workforce Case Management System (WITCMS) has posed numerous challenges; it also presents an opportunity to refine data collection and enhance internal and external customer related services.
- We continue to address issues that emerge from the new data system to ensure seamless reporting to TWC to continue moving forward.
- As we continue to outreach and recruit for our programs we are focused on the quality of process and overall positive outcomes for our customers.

Conclusion:
The Workforce Solution Middle Rio Grande team remains dedicated and committed to supporting both employers and job seekers in our region.
With continuous improvements and strategic initiatives, we anticipate further growth in both employer engagement and participant program enrollment in our workforce development programs.
The upcoming months will focus on leveraging the capabilities of WITCMS to enhance service delivery and operational efficiency.

Next Steps:
- Continue to enhance relationships with local employers.
  - Market our programs with current primary focus on our WIOA Youth Program
- Monitor the effectiveness of staff training programs and adjust them as necessary.
- Maintain open communication with all stakeholders to ensure a proactive approach toward workforce challenges and solutions.

**We truly appreciate all the hard work and dedication of our staff and partners in making a significant impact on our local workforce! **

Thank YOU for your continuous trust and support!