

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION WtW
	CORRESPONDENCE SYMBOL OAS
	DATE May 9, 2000

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 11-99

TO: ALL STATE WELFARE-TO-WORK CONTACTS
 ALL STATE WORKFORCE LIAISONS

FROM: LENITA JACOBS-SIMMONS
 Deputy Assistant Secretary



SUBJECT: Joint Guidance on Strategies to Enhance the Recruitment, Referral, Eligibility Determination, and Service Provision Processes Between Welfare-to-Work, Temporary Assistance for Needy Families, and Child Support Enforcement Entities

1. Purpose. To transmit guidance developed jointly by the Department of Health and Human Services (HHS) and the Department of Labor (the Department). This guidance addresses challenges encountered by Welfare-to-Work (WtW), Temporary Assistance for Needy Families (TANF), and Child Support Enforcement (CSE) entities in the provision of services to WtW participants, and seeks to assist States and local communities to improve WtW program operations and enhance inter-agency collaboration.

2. References.

- < Title IV-A and Title IV-D of the Social Security Act (SSA); see especially Sections 403(a)(5)(A)(ii)(I)(ff), 403(a)(5)(K), and 454A(f)(5)
- < Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193)
- < Balanced Budget Act of 1997 (Pub. L. 105-33) amending Title IV-A of the SSA

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- < Title VIII of H.R. 3424, enacted as part of the Consolidated Appropriations Act for FY 2000 (Pub. L. 106-113), which contains the Welfare to Work and Child Support Amendments of 1999 ("the 1999 Amendments")
- < Child Support Performance and Incentive Act of 1998 (Pub. L. 105-200)
- < Workforce Investment Act of 1998 (Pub. L. 105-220)
- < 20 CFR Part 645, WtW Interim Final Rule (published at 62 Fed. Reg. 61588 (Nov. 18, 1997))
- < 45 CFR Part 260-265, TANF Final Rule (published at 64 Fed. Reg. 17719 (April 12, 1999))

3. Background. Throughout the late spring and summer of 1999, Regional Office staff of the Department-Employment and Training Administration (ETA) planned and facilitated WtW-TANF referral conferences in partnership with their counterparts at HHS-Administration for Children and Families (ACF). These conferences were held to identify specific challenges encountered by State and local WtW and TANF staff with regard to the recruitment, referral, eligibility determination, and service provision functions for WtW eligible individuals and participants. Regions provided conference reports to the Department-ETA National Office, and the reports were used to develop this guidance. This guidance contains the most frequently identified challenges and the most innovative and feasible strategies for the improvement of program operations described in the conference reports. Additionally, this guidance addresses changes and issues that arose as a result of the 1999 Amendments, which were enacted on November 29, 1999.

4. Information. This guidance was developed jointly by the Department-ETA and HHS-ACF, and is being issued simultaneously to the WtW, TANF, child support, and workforce development systems. The guidance focuses upon two major subject areas: (1) recruitment, referral, and eligibility determination for TANF recipients in WtW Programs; and (2) recruitment, enrollment, and confidentiality issues for noncustodial parents in WtW Programs. The "Operational Suggestions" sections in each subject area include functional steps and methods for improving inter-agency program operation and

performance. These suggestions come largely from conference reports, with additional input from the Department-ETA and HHS-ACF staff. "Policy Guidance" sections clarify and reinforce existing statutory and regulatory mechanisms, including changes incorporated in the 1999 Amendments, intended to enhance and improve the ability of the three systems to work together efficiently and effectively.

5. Action. Please distribute the joint guidance to (1) all State and local staff involved in the provision of services to WtW participants, welfare recipients, and noncustodial parents; (2) appropriate State and local Workforce Investment Act program staff; and (3) all One-Stop State contacts.

6. Inquiries. Inquiries from WtW grantees should be addressed to grantees' Grant Officer Technical Representatives, or to the appropriate Regional Office contacts. Regional Office contacts are located on the Internet at the following locations:

< ETA, Division of WtW
<http://wtw.doleta.gov/resources/regcon.htm>
ETA, Division of One-Stop Systems
<http://www.usworkforce.org/>

< ACF, Office of Family Assistance (TANF, HHS)
<http://www.acf.dhhs.gov/orgs/regions.htm>

< ACF, Office of CSE (HHS)
<http://www.acf.dhhs.gov/orgs/regions.htm>

7. Attachment. Joint guidance from the Department-ETA and HHS-ACF on Strategies to Enhance the Recruitment, Referral, Eligibility Determination, and Service Provision Processes Between WtW, TANF, and CSE Entities