



## MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Date: September 12, 2025

Subject: **Child Care Performance**

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Summary: For FY2025, TWC established Alamo’s target units of care at 14,335. WSA’s unofficial YTD performance for December 2024 was 14,215 units, indicating that Alamo was continuing to meet performance for the first quarter of this fiscal year.

Background: For FY2025, TWC established Alamo’s target units of care at 14,335. This increase is part of the broader BCY 2025 childcare allocations approved by the Texas Workforce Commission (TWC). As per WD Letter 09-24, Change 2, the Commission approved \$1,319,162,553 to be allocated to all Boards for CCS. This allocation includes a state-mandated 2 percent quality set-aside and funding for direct care, quality improvement activities, and the Texas Rising Star Mentor distribution.

### Current Performance:

- Initial performance data indicated strong progress. WSA’s unofficial YTD performance for April 2025 was 14,065 units, which correlates to 98.11% of the target. Due to system limitations with the TX3C platform, the ability to accurately capture performance information through reports has been limited. The April performance data is the most reliable current information available.

### Analysis:

- WSA’s unofficial YTD average for April, with 14,065 enrollments (98.11%), positions Alamo within the “Meets Performance (MP)” range at the midpoint of FY2025.
- The Child Care Services team continues proactive enrollment efforts to maintain this performance level while adhering to the allocated childcare budget.
- Managed intake remains open, and childcare staff are actively engaged with families and providers to ensure the effective delivery of services.

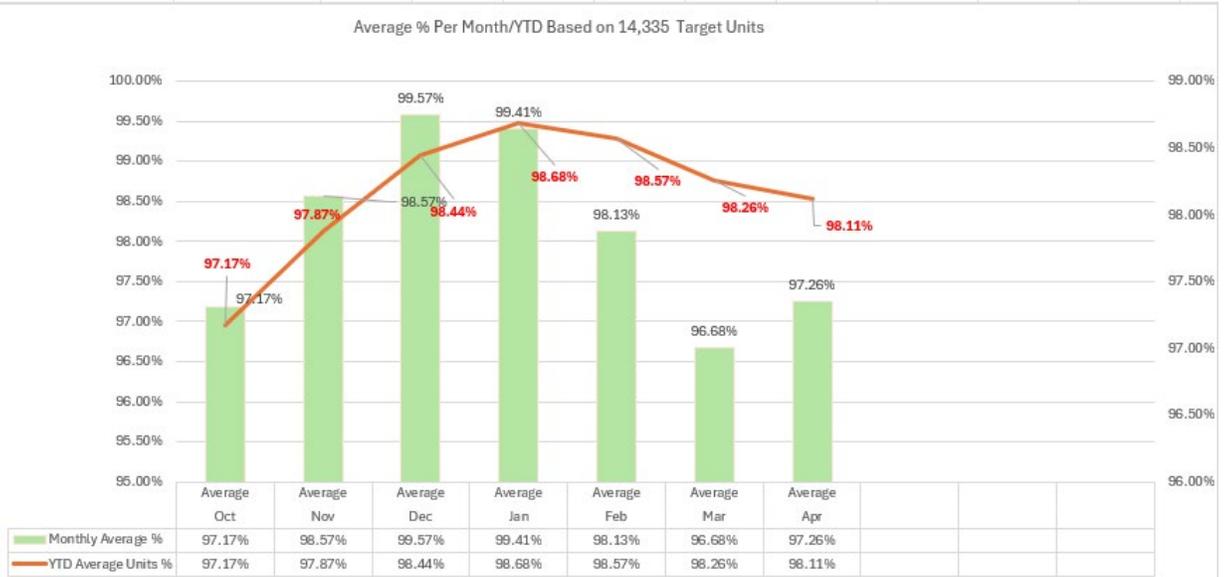
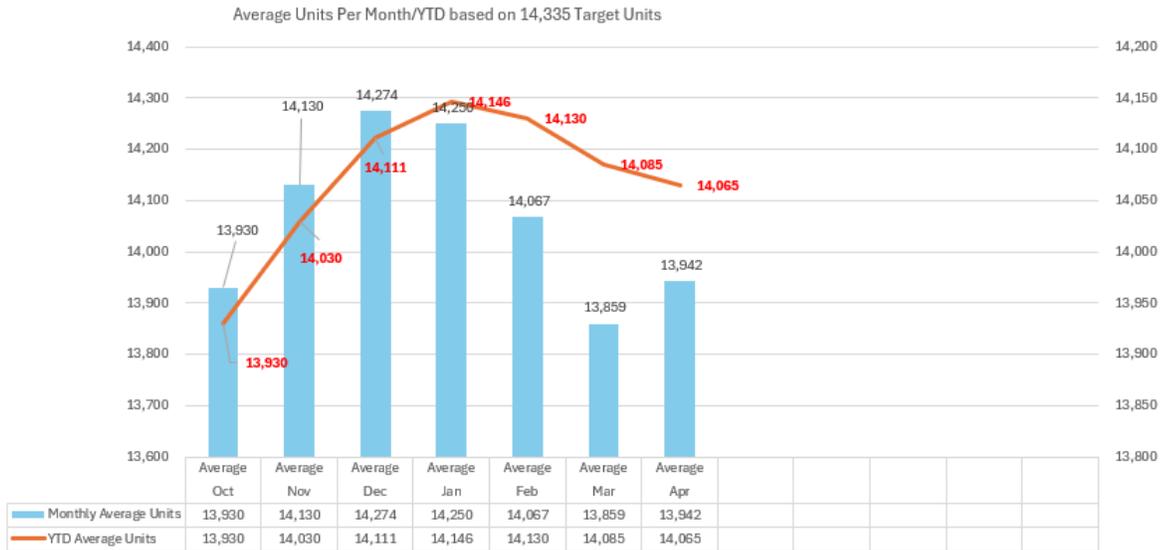
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Information collected: 06/26/2025



	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	Average						
Monthly Average Units	13,930	14,130	14,274	14,250	14,067	13,859	13,942
YTD Average Units	13,930	14,030	14,111	14,146	14,130	14,085	14,065



	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	Average						
Monthly Average %	97.17%	98.57%	99.57%	99.41%	98.13%	96.68%	97.26%
YTD Average Units %	97.17%	97.87%	98.44%	98.68%	98.57%	98.26%	98.11%

	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	Average						
Choices	182	164	182	200	203	228	205
Low Income	12,794	13,001	13,120	13,060	12,912	12,719	12,826
Former DFPS	735	733	717	727	706	694	699
Homeless	219	232	255	263	246	218	212
Monthly Average Units	13,930	14,130	14,274	14,250	14,067	13,859	13,942
Monthly % Average	97.17%	98.57%	99.57%	99.41%	98.13%	96.68%	97.26%
YTD Average Units	13,930	14,030	14,111	14,146	14,130	14,085	14,065
YTD % Average	97.17%	97.87%	98.44%	98.68%	98.57%	98.26%	98.11%
TWC Target	14,335	14,335	14,335	14,335	14,335	14,335	14,335

**Fiscal Impact:**

- Each October, TWC allocates funding and establishes annual performance targets for each workforce on board.
- TWC employs a performance status methodology, based on the annual target and budget, defining percentage ranges for three performance measures: Meets Performance (MP), Exceeds Performance (+P), and Below Performance (-P).
- Exceeding the budgeted amount for enrollments may negatively impact future funding allocations.
- Therefore, WSA meticulously monitors and balances both the enrollment target and the allocated budget to maximize childcare access for families while maintaining compliance with TWC requirements.
  
- Recommendation: N/A
  
- Next Steps: WSA will continue to manage enrollment for eligible families and rigorously monitor performance against established goals and budget allocations throughout FY2025.



## MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Date: September 12, 2025

Subject: **Texas Rising Star Assessment Update**

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**Summary:** The Texas Rising Star (TRS) program, a Quality Rating and Improvement System (QRIS) administered in conjunction with the Texas Workforce Commission’s (TWC) Child Care Services (CCS) program, recognizes and supports high-quality early childhood education programs. TRS certification is available to licensed child care centers, licensed child care homes, and registered child care home facilities that meet established criteria. The program offers three distinct levels of quality certification—Two-Star, Three-Star, and Four-Star—designed to incentivize continuous quality improvement. These tiered certifications correlate with enhanced reimbursement rates for providers serving children receiving child care scholarships. Extensive research demonstrates a strong correlation between attendance in high-quality early learning programs and enhanced school readiness. TRS-certified programs, which demonstrably exceed the minimum standards set forth by the Texas Health and Human Services Commission (HHSC) Child Care Regulation (CCR), are positioned to significantly contribute to the positive physical, social-emotional, and cognitive development of children. As programs progress through the TRS levels, their positive impact on children's development is amplified.

**Analysis:** The Alamo region currently benefits from the expertise of 17 mentors who actively support participating centers. As of June 25, 2025, the Alamo region boasts 371 TRS-certified Early Learning Programs. This cohort comprises 209 Four-Star, 125 Three-Star, and 38 Two-Star programs. TRS-certified programs represent 51% of all CCS programs within the Alamo region, compared to 54% in Bexar County and 42% in rural areas. TRS mentors and boards maintain consistent engagement with the Centralizing Assessment Entity to ensure a shared understanding of roles and responsibilities related to assessments. The number of providers with active scholarship agreements continues to fluctuate. As of March 21, 2025, 601 centers hold such agreements, encompassing Licensed Centers, Licensed Child Care Homes, Military facilities, Registered Child Care Homes, and Relative Care Listed Homes. Notably, Relative Care Listed Homes are excluded from TRS program counts and percentages.

Key data points as of June 25, 2025, are presented below:

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Data as of 06/25/2025

Centers awaiting NEW certification	105
Number of 4* to date	209
Number of 3* to date	125
Number of 2* to date	38
# Of Accredited Centers	74
# Of Non-Accredited Centers	295
# Of Military Centers: included in accredited total	8

Data below as of 06/24/2025

NOTE: Program counts below include Licensed Centers, Licensed Homes, Registered Homes, Listed Homes, and Military facilities. Military facilities are not reflected on the HHSC CCL data list and have been added manually.

Location	Programs	CCS Programs	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	839	466	290	62.2%
Rural Early Learning Programs	313	134	80	59.7%
Total	1152	600	370	61.6%

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: N/A

Next Steps: The Workforce Solutions Alamo (WSA) will continue to monitor assessment preparation and program application submissions. The Centralizing Assessment Entity manages assessments and scheduling, adhering to TWC guidance and processes.



## MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Victoria Rodriguez, Director of Workforce Services

Date: September 12, 2025

Subject: **Workforce One Utilization**

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Summary: From April to July, the Workforce One Mobile Unit traveled throughout the region to support partners—including the Southwest Business Partnership, JBSA—and to assist communities impacted by the July 4th disaster. The mobile unit is scheduled to rotate JBSA locations and attend some back-to-school events.

Analysis: Below is the list of locations and dates that Workforce One was utilized. These events have outreached many individuals and numbers are pending from Kerr County assistance.

- April 24<sup>th</sup>-JBSA Lackland
- April 29<sup>th</sup>- JBSA Randolph
- April 30<sup>th</sup>- Ft. Sam Houston
- June- RESEA Outreach
- July 2<sup>nd</sup>- Ft. Sam Houston
- July 7<sup>th</sup> to 31<sup>st</sup>- Kerr County
- Aug 5<sup>th</sup>- JBSA Lackland
- Aug 8<sup>th</sup>- Ft. Sam Houston
- Aug 14<sup>th</sup>-JBSA Career Summit
- Sept 10<sup>th</sup>- Ft. Sam Houston
- Sept 30<sup>th</sup>- Ft. Sam Houston
- Oct 6<sup>th</sup>- JBSA Randolph
- Oct 21<sup>st</sup>-JBSA Lackland
- Nov 3<sup>rd</sup>-JBSA Randolph
- Nov 5<sup>th</sup>- Ft. Sam Houston
- Dec 1<sup>st</sup>- JBSA Randolph
- Dec 17<sup>th</sup>- Ft. Sam Houston

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Alternatives: WSA to consider highlighting partnerships through Workforce One outreach.

Fiscal Impact: The mobile unit has increased expenditures by enrolling and engaging job seekers. Workforce one has enhanced the economy through incorporating employer relationships.

Recommendation: WSA staff recommendation is to continue to strategically place the mobile unit to enhance the region's workforce.

Next Steps:

- Communication
- Coordination
- Monitoring and Feedback

The Workforce One Mobile Unit initiative demonstrates WSA's commitment to increasing accessibility to services and celebrating partnerships that advance workforce development throughout our region.

## MEMORANDUM

To: Board of Directors

From: Adrian Lopez, Chief Executive Officer

Presented by: Dr. Ricardo Ramirez, Director of Quality Assurance

Date: September 12, 2025

Subject: **Rules Regarding Citizenship Status**

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**SUMMARY:** Briefing on citizenship status and work authorization verification requirements associated with WSA grants and services.

**Please note that WSA has always verified work authorization status for WIOA and related grants for participant-level services, as per the Texas Workforce Commission's (TWC's) requirements.**

**PURPOSE:** This briefing has the following purposes:

- A. To reaffirm WSA's commitment to meeting employer labor demands through the effective use of public funds in compliance with federal and state work authorization requirements for individuals.
  - Ensure employer confidence that partnering with WSA will help them identify and hire workers who are both equipped with the skills to succeed on the job and legally authorized to work in the U.S.
- B. To highlight a new federal directive requiring verification of temporary work authorizations in three-month intervals.
- C. To brief the Board about citizenship and work authorization requirements for participants.

**BACKGROUND:**

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193)(PRWORA)<sup>1</sup> prohibits unauthorized individuals within the Nation's borders from depending on public resources to meet their needs.

WIOA Section 188(a)(5) states that "participation in programs and activities... shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States."

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<sup>1</sup> Executive Order: Ending Taxpayer Subsidization of Open Borders, The White House, February 19, 2025.

To that purpose, the Department of Labor issued a Training and Employment Guidance Letter (TEGL) No. 10-23, Change 2, “*Work Authorization Verification in Grant Programs Administered by the Employment and Training Administration.*”

The directives maintain existing guidance requiring Boards to verify work authorization for all participants served by the Workforce Innovation and Opportunity Act (WIOA) and related programs before delivering ‘*participant-level*’ services and added a new requirement for continued verification of temporary work authorizations.

### **WIOA and Related Grants**

The WIOA and related grants include:

- WIOA Title I Adult, Dislocated Worker, Youth, and statewide employment and training services funded by the Governor’s reserve,
- WIOA National Dislocated Worker Grants (DWGs),
- Wagner-Peyser Act (W-P) Employment Service, and
- Other partner programs not operated by WSA Contractors (authorized under Section 169 of WIOA):
  - Re-entry Employment Opportunities (REO),
  - YouthBuild,
  - Section 167 Migrant and Seasonal Farmworker Program, commonly referred to as the National Farmworker Jobs Program (NFJP), and
  - Senior Community Service Employment Program (SCSEP).

### **Participant-Level Services (federal public benefits)**

While WIOA and related grants provide a range of services to job seekers, the overall goal is to move participants into gainful employment. Attachment 2, “*TEGL 19-16, Attachment II, Participation Level Services Chart,*” lists the applicable services requiring work authorization validation. Grant-specific guidance may also include additional services that must be followed.

### **REQUIRED ACTIONS**

The TEGL ratifies existing work authorization requirements.

#### **Verification of Work Authorization**

- Verify and document work authorization before delivering participant-level services to eligible participants.
- The work authorization documentation must include a unique identifier, along with acceptable documents listed in the *WIOA Citizenship/Eligible Non-Citizenship Status Authorization to Work* form (attached).

#### **Non-Qualified Nonimmigrants**

Individuals in specific employment-based nonimmigrant categories, such as H-2A, H-2B, and CW-1 workers, are ineligible to receive participant-level services in WIOA and related programs. These individuals are not included in WIOA Section 188’s category of “other immigrants authorized to work in the United States” or PRWORA’s definition of “qualified alien.”

The Foreign Labor Certification for Employers, H-2A (agricultural) and H-2B (non-agricultural), allows employers to hire temporary workers from other countries to fill jobs when they cannot find enough American workers. The CW-1 is for the Northern Mariana Islands.

### **Grants for Which WSA Does Not Validate Work Authorization Status**

Work authorization is not verified for participants in the following grants. The referring agency is responsible for the work authorization or citizenship status verification.

- TANF/Choices and SNAP E&T: HHSC.
- Non-Custodial Parent (NCP): The Office of the Attorney General (OAG).
- Trade Adjustment Assistance (TAA): TWC's TAA Unit.
- SEAL: TWC's Vocational Rehabilitation.

### **Temporary Work Authorizations**

*New Requirement:* For individuals whose work authorization is temporary, their work authorization must be reviewed at a reasonable interval determined by when their temporary authorization is expected to expire, but no less than every three months. If at any time, a participant's employment authorization expires or is revoked outside of the 3-month check, then the participant must be exited and services discontinued.

### **STAFF RECOMMENDATIONS:**

- Ensure policies and procedures accurately reflect requirements.
- Develop and provide staff training and, as needed, technical assistance.
- Maintain internal controls to validate authorization to work requirements for WIOA and related grant participants.
- Immediately uploading work authorization verification and supporting documentation into Cabinet to be ready for submission in response to any potential federal or state agency requests.

### **FINANCIAL IMPACT:**

- As approved by the Board, WSA covers costs associated with the work status verification using budget allocations for the Contractors (e.g., as part of Operations).
- Cabinet, the electronic document repository of participant records, is already in place, and the expense is already allocated (WSA began digitizing all participant records in August 2023).
- Services provided to non-authorized individuals may incur disallowed costs.

**STRATEGIC OBJECTIVE:** To help ensure that local employment and training activities, including one-stop delivery systems and workforce development services, appropriately use, manage, and invest funds as required and in ways that maximize performance outcomes (WIOA Sec. 107(d)(8); WIOA Sec. 134(2)(B)(iv); WIOA Sec. 183; WIOA Sec. 185(c)(3); WIOA Sec. 121(3); WIOA Sec. 129(b)(1)(e); TWC's Board Oversight Capacity evaluation, Texas Labor Code §302.048, TWC Rule §Title 40, Part 20, Chapter 802, Integrity of the Texas Workforce System, particularly §802.61; WD 29-15, Chg. 1; TWC Agency-Board Agreements and Grant Contracts).

**ATTACHMENTS:**

- TEGL 10-23, Change 2, Work Authorization Verification in Grant Programs Administered by the Employment and Training Administration
- TEGL 19-16, Attachment II, Participation Level Services Chart
- WIOA Citizenship/Eligible Non-Citizenship Status Authorization to Work

<b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>ADVISORY SYSTEM</b> <b>U.S. DEPARTMENT OF LABOR</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> WIOA
	<b>CORRESPONDENCE SYMBOL</b> OWI
	<b>DATE</b> July 10, 2025

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 10-23, Change 2**

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE ADMINISTRATORS  
STATE WORKFORCE LIAISONS  
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS  
AMERICAN JOB CENTER DIRECTOR  
STATE LABOR COMMISSIONERS  
WORKFORCE INNOVATION AND OPPORTUNITY ACT SECTION 167  
MIGRANT AND SEASONAL FARMWORKER PROGRAM GRANTEES  
WORKFORCE INNOVATION AND OPPORTUNITY ACT SECTION 169  
REENTRY EMPLOYMENT OPPORTUNITIES GRANTEES AND OTHER  
DEMONSTRATION PROGRAMS  
WORKFORCE INNOVATION AND OPPORTUNITY ACT SECTION 171  
YOUTHBUILD GRANTEES  
WORKFORCE INNOVATION AND OPPORTUNITY ACT NATIONAL  
DISLOCATED WORKER GRANT PROGRAM GRANTEES  
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM  
GRANTEES

**FROM:** LORI FRAZIER BEARDEN   
Acting Assistant Secretary

**SUBJECT:** Work Authorization Verification in Grant Programs Administered by the Employment and Training Administration

- Purpose.** This guidance provides direction regarding work authorization verification for grant programs administered by the Employment and Training Administration (ETA).
- Action Requested.** Entities receiving grants under the following programs must review and revise policies, documentation requirements, and procedures to align with this guidance: Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, Youth programs (including statewide employment and training services funded by the Governor reserve); WIOA National Dislocated Worker Grants (DWGs); Wagner-Peyser Act (W-P) Employment Service; Reentry Employment Opportunities (REO) and other programs authorized under Section 169 of WIOA; YouthBuild; Section 167 Migrant and Seasonal Farmworker Program, also commonly referred to as the National Farmworker Jobs Program (NFJP); and the Senior Community Service Employment Program (SCSEP).

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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### **3. Summary and Background.**

- a. Summary – This Training and Employment Guidance Letter (TEGL) directs the public workforce development system to update all policies and procedures to ensure that all participants served by the programs identified in the guidance are legally authorized to work in the United States. The overall goal of WIOA is to prepare job seekers and workers to succeed in the labor market while helping employers hire the skilled workers they need to compete in the global economy. Accordingly, participants served through WIOA and the related programs above must have valid work authorization. This will focus ETA-administered federal resources on the workers who can ultimately accomplish the congressionally directed goal of employment. Additionally, it will ensure employers have confidence that partnering with the workforce system will help them identify and hire workers who are both equipped with the skills to succeed on the job and legally authorized to work in the United States.
- b. Background – In February 2024, ETA issued TEGL 10-23, which explained that some ETA-administered program services did not constitute “federal public benefits” under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) and therefore could be provided to job seekers and workers without verifying work authorization. This guidance attempted to differentiate among services that all help participants attain employment, which created confusion among grantees about which services were and were not allowable before verifying work authorization. Additionally, the guidance had acknowledged that individuals’ work authorization could change, but made no provisions for continued validation of work authorization. The guidance also did not require maintaining the kind of documentation that is routinely required for other participant characteristics. That TEGL was rescinded on March 27, 2025.

With this new TEGL, ETA is changing its prior guidance to clarify and establish that all participant-level services are considered “federal public benefits” under PRWORA. Therefore, grantees must verify work authorization for all participants served by WIOA and related programs named above prior to delivering participant-level services.<sup>1</sup>

This change aligns with PRWORA and WIOA. This guidance uses the more commonly understood and better-defined category of participant-level services<sup>2</sup>, and clearly states that all participant-level services are “federal public benefits” under PRWORA, because

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<sup>1</sup> Programs such as YouthBuild, REO Youth, and NFJP youth services generally include assisting young people in obtaining their high school equivalency or other secondary-level education services. These youth programs provide these secondary-level education services along with other participant-level services that constitute federal public benefits. Because at least some services provided to youth participants are federal public benefits, recipients must verify participants’ work authorization. This policy is consistent with the overall goal of these youth programs to prepare participants for employment, as discussed in this guidance.

<sup>2</sup> Participant level services are defined in Attachment II in TEGL 19-16, *Guidance on Services through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules.*

they are the same or similar as benefits listed in PRWORA at 8 USC 1611(c).<sup>3</sup> While WIOA programs provide a range of services to jobseekers, the overall goal is to move participants into gainful employment. The same is true for programs under the Wagner-Peyser Act and title V of the Older Americans Act. Therefore, grantees are directed to provide participant-level services only to individuals with work authorization. This will focus ETA-administered federal resources on the main purpose of these programs.

**4. Verification of Work Authorization Status.** For the grant programs covered by this guidance, grantees may only deliver participant-level services to individuals authorized to work in the United States. The legal considerations for limiting services to these individuals include the following:

- **WIOA** - Section 188(a)(5) of WIOA states, “Participation in programs and activities or receiving funds under [Title I of WIOA] shall be available to citizens and nationals<sup>[4]</sup> of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General<sup>[5]</sup> to work in the United States.”
- **PRWORA** - Title IV of the PRWORA restricts the eligibility of aliens (non-U.S. citizens and non-U.S. nationals) to receive what the law defines as “federal public benefits,” 8 U.S.C. § 1611, limiting eligibility for such benefits to certain “qualified aliens,” defined at 8 U.S.C. § 1641.
  - **Qualified Alien** - At 8 U.S.C. 1611(a), PRWORA states, “an alien who is not a qualified alien (as defined in section 1641 of this title) is not eligible for any Federal public benefit.” The law then defines “qualified aliens” to include, among others, lawful permanent residents and individuals who have been granted asylum or refugee status.<sup>6</sup>
  - **Federal Public Benefit** - PRWORA defines “federal public benefit” to include “any retirement, welfare, health, disability, public or assisted housing, postsecondary education, food assistance, unemployment benefit, or any other similar benefit for which payments or assistance are provided to an individual,

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<sup>3</sup> The term “federal public benefit” includes “any retirement, welfare, health, disability, public or assisted housing, postsecondary education, food assistance, unemployment benefit, or any other similar benefit for which payments or assistance are provided to an individual, household, or family eligibility unit by an agency of the United States or by appropriated funds of the United States.”

<sup>4</sup> A U.S. national is defined as a citizen of the United States or a person who, though not a citizen of the United States, owes permanent allegiance to the United States. 8 U.S.C. 1101(a)(22). For more information on non-citizen nationals, see <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/us-citizenship/Certificates-Non-Citizen-Nationality.html>.

<sup>5</sup> As explained in the preamble to the WIOA Final Rule, after the Homeland Security Act of 2002, Pub. L. 107–296, transferred this work authorization authority to the Department of Homeland Security, reference in Federal law to any transferred function shall refer to the official to whom that function is transferred. Therefore, instead of the Attorney General, 20 CFR 683.285(a)(5) clarifies that this provision is referring to the Secretary of Homeland Security or their designee.

<sup>6</sup> Note that the list above includes those “qualified aliens” that are most likely to interact with ETA grant programs. For the complete list of “qualified aliens” under PRWORA, see 8 U.S.C. 1641. For questions regarding whether an individual is a “qualified alien” under 8 U.S.C. 1641, contact ETA as noted in the Inquiries section.

household, or family eligibility unit by an agency of the United States or by appropriated funds of the United States.”

- **Note on Certain Nonimmigrants** - Aliens in certain employment-based nonimmigrant categories, such as H-2A, H-2B, and CW-1 workers, are ineligible to receive participant-level services in WIOA and related programs as they are not included in WIOA Section 188’s category of “other immigrants authorized to work in the United States” or in PRWORA’s definition of “qualified alien.” See 29 U.S.C. § 3248; 8 U.S.C. § 1641.

All grantees must verify work authorization for individuals who otherwise meet participant eligibility requirements prior to delivering participant-level services.<sup>7</sup> (If an individual does not meet participant eligibility requirements, the grantee will not deliver services and does not need to verify work authorization for that individual.) Work authorization must be verified by submission of documentation with a unique identifier (also called a “verifiable enumerator”). Some examples of acceptable documents for Form I-9, Employment Eligibility Verification, purposes include an unrestricted Social Security card; a Form I-551, Permanent Resident Card, (informally called green card); Form I-765, Employment Authorization Document (EAD); a U.S. birth certificate; and a U.S. passport. Several other documents might be specifically held by refugees, asylees, parolees, and other immigrants with work authorization.<sup>8</sup> Grantees should give individuals the Lists of Acceptable Documents included on the Form I-9, so that individuals know which documents they can use to establish their work authorization.<sup>9</sup> Individuals can choose from the acceptable types of documents which documentation they will show to establish their work authorization. This does not require individuals or grantees to complete an I-9 form; these requirements refer to the documents described in the I-9 that can demonstrate work authorization.

If an individual certifies that they are a non-citizen or if an individual’s documentation indicates they are a non-citizen, valid work authorization and immigration status can be verified through the U.S. Citizenship and Immigration Services’ Systematic Alien Verification for Entitlements (SAVE). SAVE is an online service for registered federal, state, territorial, tribal, and local government agencies to verify U.S. citizenship and immigration status of applicants seeking benefits. In most instances, SAVE can also verify work authorization.<sup>10</sup> ETA strongly recommends that grantees who are registered for SAVE (state, territorial, tribal, and local government agencies) use SAVE to verify immigration status in

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<sup>7</sup> In the rare instance that an individual does not have work authorization but is in one of the categories of “qualified alien” in PRWORA, 8 U.S.C. § 1641, contact ETA for further guidance.

<sup>8</sup> For guidelines on which documents on Form I-9 are issued to which categories of individuals, see USCIS I-9 Central at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents/who-is-issued-this-document>. For specific guidance on evidence of employment authorization for refugees and asylees, see the USCIS Handbook for Employers at <https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274/70-evidence-of-employment-authorization-for-certain-categories/73-refugees-and-asylees>.

<sup>9</sup> Page 2 of the Form I-9 includes the Lists of Acceptable Documents. The Form I-9 is available at: <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>.

<sup>10</sup> In some situations, the initial automated SAVE response may not reflect an individual’s employment authorization incident to status or may otherwise provide an unexpected response. In these situations, or when the benefit applicant requests it, the agency that initiated the automated request to SAVE may need to request manual SAVE verification and provide an electronic copy of the individual’s immigration document.

relation to work authorization. State workforce agencies that are not registered for SAVE can apply with USCIS for SAVE access in order to use SAVE. As [announced](#) in April 2025, SAVE is now free to use for state, local, tribal, and territorial government agencies.<sup>11</sup>

As grantees conduct verification of work authorization, they must ensure they comply with the nondiscrimination provisions at Section 188 of WIOA and its implementing regulations at 29 C.F.R. part 38. To ensure equal treatment, all participants must provide, and grantees must keep copies in case files, proof of authorization to work in the United States. Grantees must update all policies and procedures to conform to these requirements. For individuals whose work authorization is temporary, grantees must verify their continued work authorization at a reasonable interval determined by when their temporary authorization is expected to expire, but no less than once every three months. If, at any time, a grantee becomes aware that a participant's employment authorization has expired or been revoked outside that 3-month check, then the grantee should exit the participant. Grantees who are registered to use SAVE can use the SAVE system for this continuous verification procedure. Grantees that cannot access SAVE should review documents listed as acceptable on the I-9 as described above.

The above requirements reference verifying work authorization prior to delivering participant-level services. In the WIOA title I Adult and Dislocated Worker programs, to become a participant, an individual must meet all applicable program requirements to receive services aside from self-service or information-only services or activities. A chart that details which services go beyond self-service or information-only service and therefore trigger participation is included as Attachment II in TEGL 19-16. For other WIOA programs, refer to program-specific guidance regarding what services trigger determination of "participant" status. For the W-P Employment Service program, which provides access to all job seekers, an individual must receive a service other than self-service and information-only services or activities to be considered a participant. Additionally, filing complaints via the W-P Employment Service and Employment-Related Law Complaint System is not a participant-level service, see 20 C.F.R. part 658, subpart E. For SCSEP, a participant is defined as an individual who is determined to be eligible, is given a community service assignment, and is receiving any service funded by the program as described in 20 C.F.R. part 641, subpart E.

WIOA Section 166 Indian and Native American Program (INAP) grantees are not subject to the requirements of this TEGL.

5. **Inquiries.** Please direct inquiries to the appropriate Regional Office or your ETA Federal Project Officer.
6. **References.**
  - Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128, 29 U.S.C. 3101 et seq.;
  - Wagner-Peyser Act (W-P Act), 29 U.S.C. 49 et seq.;
  - Older Americans Act, Title V, 42 U.S.C. 3056 et seq.;

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<sup>11</sup> See USCIS, About SAVE, Transaction Charges, <https://www.uscis.gov/save/about-save/transaction-charges>

- Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), Title IV, Pub. L. 104-193, 8 U.S.C. 1601 et seq.;
- The Nondiscrimination and Equal Opportunity Provisions (Section 188) of WIOA available at: <https://www.ecfr.gov/current/title-29/subtitle-A/part-38>;
- Training and Employment Guidance Letter (TEGL) No. 02-14, *Eligibility of Deferred Action for Childhood Arrivals Participants for Workforce Investment Act and Wagner-Peyser Act Programs* available at: <https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-02-14>;
- TEGL No. 19-16, *Guidance on Services through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* available at: <https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-19-16>;
- TEGL 10-23 change 1, *Rescission of TEGL No. 10-23: Reducing Admin Barriers to Improve Customer Experience in Grant Programs Administered by ETA*; and
- Executive Order 14218, [\*Ending Taxpayer Subsidization of Open Borders\*](#).

7. **Attachment**. Not Applicable.

**Attachment II**  
**Participation Level Services Chart**  
**WIOA Title I Adult, Title I Dislocated Worker, and**  
**Title III Employment Service Programs<sup>1</sup>**

<b>Attachment II</b>			
<b>Adult/DW/ES Service Type (WIOA Sec. 134 (c))</b>	<b>Does this service trigger inclusion in participation?</b>	<b>Category of Service (i.e. Basic, Individualized, Training)</b>	<b>Applicable PIRL Data Element Number(s)</b>
Eligibility Determination	No	Basic Career Service	N/A
Outreach, Intake, Orientation	No	Basic Career Service	N/A
Initial assessment of skill levels & supportive service needs	Yes	Basic Career Service	1003, 1004, 1102
Job search assistance (Self-directed)	No	Basic Career Service	N/A
Job search assistance (Staff-assisted)	Yes	Basic Career Service	1003, 1004, 1104
Placement assistance (includes "Referred to Employment") (Staff-assisted)	Yes	Basic Career Service	1003, 1004, 1105, 1106, 1107, 1108, 1109, 1110, 1111
Career Counseling (includes "Staff-assisted career guidance")	Yes	Basic Career Service	1003, 1004, 1102
Providing info on in-demand sectors, occupations, or nontraditional employment	No	Basic Career Service	1100, 1101
Provision of referrals and associated coordination of activities with other programs and services	No	Basic Career Service	1100, 1101, 1113, 1115
Provision of workforce and labor market employment statistics information	No	Basic Career Service	1100, 1101, 1103

<sup>1</sup> Note this this chart does not include all available services that may be provided, but rather those services specifically authorized under WIOA sec. 134(c)(2). Additionally, these services do not indicate whether or not an individual is a participant, but rather which services trigger an individual to become a participant.

<b>Attachment II</b>			
<b>Adult/DW/ES Service Type (WIOA Sec. 134 (c))</b>	<b>Does this service trigger inclusion in participation?</b>	<b>Category of Service (i.e. Basic, Individualized, Training)</b>	<b>Applicable PIRL Data Element Number(s)</b>
Provision of info on job vacancies	No	Basic Career Service	1100, 1101, 1103
Provision of info on job skills necessary to fill vacancies	No	Basic Career Service	1100, 1101, 1103
Provision of info on local demand occupations, with earnings, skill requirements, and opportunities for advancement for those jobs	No	Basic Career Service	1100, 1101, 1103
Provision of performance and program cost info for providers of education and training	No	Basic Career Service	1100, 1101
Provision of info on local performance	No	Basic Career Service	1100, 1101
Provision of info on availability of supportive services or assistance	No	Basic Career Service	1100, 1101
Referral to supportive services	No	Basic Career Service	1113
Provision of information and meaningful assistance filing for UI	Yes	Basic Career Service	1003,1004, 1112
Assistance establishing eligibility for financial aid	Yes	Basic Career Service	1003,1004, 1116
Comprehensive and specialized assessments	Yes	Individualized Career Service	1004, 1200, 1201
Development of IEP	Yes	Individualized Career Service	1004, 1200, 1201, 1202
Group Counseling	Yes	Individualized Career Service	1004, 1200, 1201
Individual Counseling	Yes	Individualized Career Service	1004, 1200, 1201
Career Planning	Yes	Individualized Career Service	1004, 1200, 1201

<b>Attachment II</b>			
<b>Adult/DW/ES Service Type (WIOA Sec. 134 (c))</b>	<b>Does this service trigger inclusion in participation?</b>	<b>Category of Service (i.e. Basic, Individualized, Training)</b>	<b>Applicable PIRL Data Element Number(s)</b>
Short-term prevocational services	Yes	Individualized Career Service	1004, 1200, 1201, 1210
Internships and work experiences (including transitional jobs)	Yes	Individualized Career Service	1004, 1200, 1201, 1203, 1205, 1211
Workforce preparation activities	Yes	Individualized Career Service	1004, 1200, 1201
Financial literacy services	Yes	Individualized Career Service	1004, 1200, 1201, 1206
Out-of-area job search assistance and relocation assistance	Yes	Individualized Career Service	1004, 1200, 1201
English-language acquisition and integrated education and training programs	Yes	Individualized Career Service	1004, 1200, 1201, 1207
Follow up services	n/a (must be a participant first to receive)	Follow up Service	1503
Training services under Sec. 134(c)(3)(D) with exception of Sec. 134(c)(3)(D)(iii) (incumbent worker training)	Yes	Training	1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319
Incumbent Worker Training	No <sup>2</sup>	Training	907

\*Note: Receipt of any of the three types of services (Basic, Individualized, or Training) makes an individual a “Reportable Individual” while it only takes the receipt of one service that triggers participation to be considered a participant.

<sup>2</sup> While Incumbent Worker Training is not a self-service or information-only service, individuals are not required to meet eligibility requirements for the Adult or Dislocated Worker programs to receive Incumbent Worker Training.

# WORKFORCE INNOVATION AND OPPORTUNITY ACT CITIZENSHIP/ELIGIBLE NONCITIZEN STATUS AUTHORIZATION TO WORK

For individuals to receive individualized career or training services under Workforce Innovation and Opportunity Act programs, they must be authorized to work in the United States. Please complete the following form, choosing one item from **List A**, or one item from **List B** and one item from **List C**.

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Print Name: Last First MI Birth/Maiden Name

Date of Birth (month/day/year)

Social Security Number (if voluntarily provided)

**All documents must be unexpired**

LIST A	LIST B	LIST C
Documents That Establish Both Identity and Employment Eligibility	Documents That Establish Identity	Documents That Establish Employment Eligibility
<b>OR</b> <span style="margin-left: 200px;"><b>AND</b></span>		
<input type="checkbox"/> US Passport or US Passport Card  <input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  <input type="checkbox"/> Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigration visa  <input type="checkbox"/> Employment Authorization Document that contains a photograph (Form I-766)  <input type="checkbox"/> For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form  <input type="checkbox"/> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	<input type="checkbox"/> Driver's License or ID Card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address  <input type="checkbox"/> ID Card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address  <input type="checkbox"/> School ID Card with a photograph  <input type="checkbox"/> Voter Registration Card  <input type="checkbox"/> US Military Card or Draft Record  <input type="checkbox"/> Military Dependent's ID Card  <input type="checkbox"/> US Coast Guard Merchant Mariner Card  <input type="checkbox"/> Native American Tribal Document  <input type="checkbox"/> Driver's License issued by a Canadian government authority  <p style="text-align: center; font-size: small;">For persons under age 18 who are unable to present a document listed above:</p> <input type="checkbox"/> School record or report card  <input type="checkbox"/> Clinic, doctor, or hospital record  <input type="checkbox"/> Day care or nursery school record	<input type="checkbox"/> Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States  <input type="checkbox"/> Certification of Report of Birth issued by the Department of Homeland Security (Form DS-1350, FS-545 or FS-240)  <input type="checkbox"/> Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal  <input type="checkbox"/> Native American Tribal Document  <input type="checkbox"/> US Citizen ID Card (INS Form I-197)  <input type="checkbox"/> Identification Card for use of Resident Citizen in the United States (Form I-179)  <input type="checkbox"/> Employment authorization document issued by the Department of Homeland Security (except I-766, which is a List A document)  <input type="checkbox"/> Screenprint of UI screen Current Claim Status  <input type="checkbox"/> UI award letter  <input type="checkbox"/> Expedited Eligibility through TAA  <input type="checkbox"/> Expedited Eligibility through RESEA

### CERTIFICATION

I certify that the information stated above is true and accurate, and understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination or penalties as specified by law.

Individual Signature	Print Name	Date
Workforce Solutions Office Staff Signature	Print Name	Date
Manager/Reviewer Signature	Print Name	Date



**MEMORANDUM**

**To:** Board of Directors  
**From:** Adrian Lopez, CEO  
**Presented By:** Victoria Rodriguez, Director of Workforce Services  
**Date:** September 12, 2025  
**Subject:** Program Briefing

**Summary:** The workforce service staff is actively planning and preparing special initiatives, including WCI events, Summer Earn and Learn, and the Externship for Teachers program. Additionally, Workforce Solutions Alamo was awarded the Military to Civilian Employment grant which will kick-off soon.

**Special Grants & Other Initiatives:**

**Summer Earn and Learn:** Summer Earn and Learn provides students with unique abilities the opportunity to gain paid, on-the-job workplace readiness training, hands-on work experience, and transferable skills. This year, the wage for participants has increased to \$13.50, enhancing engagement and aligning with WSA’s local plan. The program is already off to a strong start, with 60 participants in the pipeline and approximately 40 employer worksites.

- 181 enrolled into SEAL
- 114 job placements
- 78 completed Work Readiness Training
- 108 actively working
- 84 completed 5 weeks

**Externship for Teachers:** This initiative aims to enhance educators' knowledge of workforce topics, especially STEM careers in the Alamo region. By providing five days of on-site and virtual externships with 15-20 local businesses and industries, the program will equip approximately 100 teachers with practical insights into real-world applications of classroom content.

- 93 educators completed

**Partners for Reentry Opportunities in Workforce Development (PROWD):** Implement evidence-based, dedicated services that will improve the outcomes for individuals currently in, or recently released from the custody of the Federal Bureau of Prisons (FBOP).

- 129/600 enrolled

[workforcesolutionsalamo.org](http://workforcesolutionsalamo.org)  
[communications@wsalamo.org](mailto:communications@wsalamo.org)

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- 87 earned credentials
- 87 earned a Measurable Skill Gain
- 66 job placements

### **Workforce Commission Initiatives:**

#### National Intern Day Celebration – July 31, 2025

- Aimed at high school juniors, seniors, and college students, this event will connect youth with internship opportunities to reinforce skills through work-based learning.
- Employers will showcase available internships to foster real-world experience and career readiness.
- Serviced approximately 178 youth

**Fiscal Impact:** Investments in special projects and initiatives have historically yielded a high return on investment across the 13-county region. The completion of these projects will highlight their impact and ROI in these memos.

**Recommendation:** Recommendation is for WSA staff to review internal processes for supporting employers and community partners in leveraging TWC funded opportunities. This includes establishing standard performance measures demonstrating the proposed program's contribution to increasing employment within the sector-based model. WSA is also exploring the collection of data from grant funded initiatives to determine the collective contribution across existing grant programs.

**Next Steps:** Continue collaborating with staff, partners, the board, and TWC to enhance and optimize the services offered through the initiatives mentioned above.



## MEMORANDUM

**To:** Board of Directors

**From:** Adrian Lopez, CEO

**Presented By:** Victoria Rodriguez, Director of Workforce Services

**Date:** September 12, 2025

**Subject:** Performance

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**Summary:** Boards experienced a change in case management system of April 2023, a performance negotiation, performance adjustment, and reporting difficulties due to change in WF CSM. In April 2025, the boards received an additional MPR that covered measures in October, November, and December of 2024. Since then, Alamo has been working towards improving measures that were unmet and initiated a Technical Assistance Plan (TAP) that took place in May. Youth measures have not been reported for the past three MPR's.

**Performance:** There are fifteen siloed measures tracked across all WIOA programs (Adult, Dislocated Worker, and Youth) in the Monthly Performance Report (MPR) by TWC. These measures include Claimant Re-Employment within 10 Weeks, Employers Receiving Workforce Assistance from Boards or Self-Services, Choices Full Engagement Rate, and the Average Number of Children Served per Day Combined. Each measure has a specific definition outlined in the presentation. Performance targets vary by measure, with some requiring 90% of the target performance to be met and others 95%. WIOA measures have start periods that run either from July to June or January to December, with the End of Year Report concluding in August. Meanwhile, Claimant Re-Employment within 10 Weeks, Employers Receiving Workforce Assistance, Choices Full Engagement Rate, and the Average Number of Children Served per Day Combined follow a rolling start period from the previous month to the current year, with their End of Year Report concluding in September.

The Technical Assistance Plan addresses the following measures:

1. Performance Targets for BCY 2024 End of Year MPR

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[communications@wsalamo.org](mailto:communications@wsalamo.org)

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- a. Employed Quarter 4 Post Exit- Adult
- b. Employed Quarter 4 Post Exit- Dislocated Worker
- c. Credential Rate- Adult
- d. Credential Rate- Dislocated Worker
- e. Credential Rate- C&T Participants

- 2. Performance Targets for BCY 2024 October, November, December
  - a. Adult Employed Q4
  - b. Adult Credential
  - c. DW Credential
  - d. C&T Employed Q2
  - e. C&T Credential

The TAP addressed the measures above in May. Soon after TWC released for February on May 23<sup>rd</sup>, then March and April’s MPR shortly after. On August 6<sup>th</sup>, TWC released May’s MPR. The results of that report are shown below.

WIOA Outcome Measures	Status	% Cur Trgt
Employed Q2 Post Exit - Adult (DOL)	MG	102.26%
Employed Q4 Post Exit - Adult (DOL)	MG	100.40%
Measurable Skills Gains - Adult (DOL)	EX	110.55%
Median Earnings Q2 Post Exit - Adult (DOL)	MG	105.71%
Credential Rate - Adult (DOL)	AR	92.71%
Employed Q2 Post Exit - DW (DOL)	MG	103.56%
Employed Q4 Post Exit - DW (DOL)	MG	104.68%
Measurable Skills Gains - DW (DOL)	MG	96.08%
Median Earnings Q2 Post Exit - DW (DOL)	MG	104.20%
Credential Rate - DW (DOL)	NM	89.35%
Credential Rate - All C&T	NM	93.52%

While the TAP addresses the adult measures, youth measures are unfortunately not able to be produced. Staff has been addressing this challenge by producing “predictive reports.” This method was suggested by TWC, however these reports predict the measures, it does not replace the Monthly Performance Report (MPR) from TWC.



**Fiscal Impact:** If TWC decides to impose disciplinary action on the Board, it could have significant consequences on the Board's ability to secure future grant funding. Such actions may result in reduced eligibility for certain funding opportunities, restrictions on grant allocations, or increased oversight in financial and programmatic operations.

**Recommendation:** Board staff will work closely with contractors to assess current performance levels and identify key areas for improvement. This collaboration will involve analyzing data, reviewing service delivery methods, and implementing strategic adjustments to enhance overall effectiveness. By evaluating necessary steps forward, the Board and contractors will develop targeted action plans aimed at not only meeting but exceeding performance expectations. Additionally, ongoing communication, training, and support will be provided to ensure continuous improvement and sustained success in service delivery.

**Next Steps:** Continue to monitor the progress of the Technical Assistance Plan (TAP). This plan involves a detailed analysis of unmet performance metrics, strategies, logistics, and service delivery to identify solutions for reaching TWC performance targets. To foster collaboration between contract and board staff, the plan's progress is reviewed every two weeks. Lastly, staff will continue to utilize predictive reports for the youth measures until TWC provides an accurate MPR.



**MEMORANDUM**

To: Board of Directors  
 From: Adrian Lopez, Chief Executive Officer  
 Through: Brandee Perez, Chief Financial Officer  
 Presented by: Gabriela Navarro Garcia, Controller  
 Date: September 12, 2025  
 Regarding: **Financial Analysis – SA Ready to Work – 3<sup>rd</sup> Qtr Update**

**SUMMARY:** On November 3, 2020, City of San Antonio (COSA) voters approved the SA: Ready to Work ballot initiative, authorizing a 1/8th cent sales and use tax for four years to provide workforce development training and higher education to unemployed, underemployed, or underserved residents to obtain high-demand, well-paid careers, by Chapter 379A of the Texas Local Government Code ("the Better Jobs Act"). No further action has been requested at this time.

**ANALYSIS:** Under this initiative, Workforce Solutions Alamo (WSA) executed an agreement with the city of San Antonio to provide the services necessary to the SA Ready to Work program (the "Program"), which includes the following objectives: increase access to industry-recognized certification training and college; provide wraparound services and emergency funding to ensure successful completion of training and career placement; increase collaboration within the workforce ecosystem; and promote accountability and adaptability throughout the process.

**FISCAL IMPACT:** The award amount for this contract is One Hundred Five Million, Seven Hundred Eighty-One Thousand, Nine Hundred Fifty-Three Dollars (\$105,781,953), and it is funded through a grant by COSA. The term of this agreement began on May 13, 2022, with a three (3) year period. A one-year renewal agreement began June 1, 2025.

**FISCAL UPDATE:** The WSA fiscal department has served as a fiscal agent for Ready to Work partners. This memo is intended to provide an update on the current program's financial performance and challenges.

Expenditure Update:

**2022-2025 RTW Contract**

WSA has budgeted \$65,554,565 through May 2025. WSA has expended \$36,640,450 and continues to close out training and emergency services expenditures not reflected in the closing period.

3-Year Contract Budget	Expenditures	Budget Balance
\$65,554,565.00	\$36,640,450	\$28,914,115

Board Reserves in FY25 quarter two have decreased by \$24,758 since FY24. The significant

difference is in Board expenses and decrease in Intake participants. Board expenditures have increased since FY24 by \$510,880. High expenditure is reflected mostly in salaries and temporary staffing services. The increase in allocated hours to the program has an impact of the new software data compliance and the increase in volume of training invoicing.

**The board currently has a reserve of \$117,509 for potential monitoring disallowed costs and to cover operational costs at the end of the contract term.**

**2025-2026 RTW Contract Renewal**

WSA has a new budget for a 1-year renewal beginning June 1, 2025, for \$11,114,758. WSA has expended \$416,506 through June 30, 2025

**The board currently is expecting to collect reserves for the new year as we finalize subcontractors’ renewals to start the term.**

1-Year Contract Budget	Expenditures	Budget Balance
\$11,114,758	\$416,506	\$10,698,252

Program Challenges and Opportunities

Ready to Work is an evolving program, and the board continues to work through any program challenges by presenting solutions, focusing on opportunities to strengthen the program and achieve success for program recipients, providers, partners, and COSA.

Key updates are as follows:

1. WSA received a contract renewal notification at the beginning of July that would start retroactively in June 2025. WSA was not aware of the start date as there was a 90-day extension where the contract expected to start in August 2025. WSA Staff and subcontractors continued to serve and expend the 3-year contract term which caused allocations adjustments, contract amendments, and new funding requirements.
2. With a one-month delay, WSA has been finalizing contract negotiations with subrecipients in August which causes delays in payment of 2 months of the new year contract. WSA has offered an advance to all subrecipients to cover their cost.
3. Fee structure for the new contract year includes a 70/30 Case Management payment. 30% of the Case Management Fee will be paid once a participant is placed on a job. WSA will be working with the subrecipients as we finalize the contracts for new required billing.

The board staff looks forward to continually working with the city to proactively identify and work through any challenges that may occur and will work to strengthen the financial and programmatic program performance.



**MEMORANDUM**

To: Board of Directors  
 From: Brandee Perez, Chief Financial Officer  
 Presented by: Gabriela Navarro Garcia, Controller  
 Date: September 12, 2025  
 Regarding: **Client Expenditure Analysis**

**SUMMARY:** *Update and Possible Discussion on Support Services with TWC Programs and Ready to Work Funds.*

The Board continues to monitor and analyze client support services for the fiscal year to identify the most common barriers for job training and job placement. The analysis will be utilized to have ongoing discussions with our partners to identify additional resources for our clients.

**ANALYSIS:**

In the current Fiscal Year through June 2025, a total of \$810,207 has been expensed for support services to assist our clients.

TWC Programs – There is a significant increase of \$46,620 in work related cost. Overall expenses total \$625,566 and will continue to increase in the next 3 months of the fiscal year expecting to be higher than FY24. Rent, transportation and work-related items are the highest costs for support services.

Client Expenditure Comparison - TWC Programs as of June 2025				
Category	FY24	FY24 Allocation %	FY25 Year-to-Date	FY25 Allocation %
Work Related	\$ 30,205	5.59%	\$ 76,825	12.28%
Rent	\$ 201,270	37.27%	\$ 269,391	43.06%
Utilities	\$ 31,049	5.75%	\$ 43,992	7.03%
Transportation	\$ 194,106	35.95%	\$ 173,899	27.80%
Incentives	\$ 45,056	8.34%	\$ 38,700	6.19%
Youth - Support Services	\$ 38,313	7.10%	\$ 22,759	3.64%
<b>TOTAL:</b>	<b>\$ 539,999</b>	<b>100.00%</b>	<b>\$ 625,566</b>	<b>100.00%</b>

Ready to Work – There is a significant increase of \$10,437 in Medical, Legal, Food, and Daycare costs. Overall expenses total \$184,641 and will continue to increase in the next 3 months of the fiscal year expecting to be higher than FY24. Rent and Utilities continue to be the highest costs for support services.

<b>Client Expenditure Comparison- Ready to Work as of June 2025</b>				
<b>Category</b>	<b>FY24</b>	<b>FY24 Allocation %</b>	<b>FY25 Year-to-Date</b>	<b>FY25 Allocation %</b>
Rent	\$ 121,209	52.67%	\$ 47,959	25.97%
Utilities	\$ 52,095	22.64%	\$ 65,854	35.67%
Transporation	\$ 15,123	6.57%	\$ 22,336	12.10%
Laptops/Computers	\$ 28,019	12.18%	\$ 20,933	11.34%
Training Related	\$ 2,113	0.92%	\$ 5,556	3.01%
Other: Medical, Legal, Food, Daycare	\$ 11,565	5.03%	\$ 22,002	11.92%
<b>TOTAL:</b>	<b>\$ 230,125</b>	<b>100.00%</b>	<b>\$ 184,641</b>	<b>100.00%</b>

**MEMORANDUM**

To: Board of Directors  
 From: Adrian Lopez, Chief Executive Officer  
 Through: Brandee Perez, Chief Financial Officer  
 Presented by: Gabriela Navarro Garcia, Controller  
 Date: September 12, 2025  
 Regarding: **County by County Expenditure Analysis**

**SUMMARY:** *Update and Possible Discussion on Service Delivery Expenditure by County.* The preparation of the annual budget considers allocation factors, under Texas Administrative Code, Chapter 800, Chapter B, Allocations. These allocations provide guidance in allocating funds by each county within the Service Delivery Area. TWC awards contracts in aggregate amounts to the Alamo region, requiring the board to serve participants throughout the region.

Upon request of local officials, the board continues to analyze expenditures by County to ensure that each county is receiving a fair share of the fund's allocation by state allocation factors.

**ANALYSIS:** The board has evaluated the initial budget allocation, year-to-date expenditures, and year-to-date variance analysis for each county. The budget and actual expenditures percentages through June 30, 2025, for Bexar and Rural Counties can be found in Table 1.

Table 1:

	TWC Programs			Child Care Funds			Other Funding		
	Actuals	Budget	Actuals %	Actuals	Budget	Actuals %	Actuals	Budget	Actuals %
<b>Urban</b>	10,983,397	14,353,631	73%	90,611,400	81,508,564	84%	2,421,236	2,352,053	84%
<b>Rural</b>	3,963,617	4,729,880	27%	17,728,706	16,219,917	16%	459,897	731,031	16%

Bexar County has a slight decrease from budget to actual for the TWC Programs. WSA’s allocations are based on guidance from the TAC 800, actual expenditures are based on needs of a community.

There was a slight increase in the percentage allocated to Bexar County for Child Care. Overall, 82% expenditures were allocated to Bexar County and 18% to the Rural counties, representing less than 1% variance from the straight-line budget.

**FISCAL IMPACT:** The board will continue to monitor expenditure by county and work collaboratively with service providers to ensure proper outreach is being conducted in all counties to make funds and services available.

**ATTACHMENTS:**

YTD County by County Expense to Budget Comparison Report