Intensive Employment Services
Notice of Open Provider Enrollment

Purpose and Overview

Workforce Solutions, Northeast Texas (Workforce Solutions) issues this Notice of Open Provider Enrollment requesting applications from local organizations to provide intensive employment counseling, support services, and job placement services to individuals determined to be eligible for Choices and/or Re-Integration of Offenders (RIO) workforce programs and to provide services in accordance with the local policies, and state and federal laws and rules of the respective programs.

To be enrolled as a provider an organization must submit an application in compliance with the requirements described in this Notice, meet the eligibility requirements described in this notice, and enter into a memorandum of agreement (MOA) with Workforce Solutions describing the requirements for participation in the program.

The purpose of open provider enrollment is to provide intensive services, including assessment and support services through a network of qualified providers, including faith and community-based providers, who operate within the Northeast Texas area and who sign a memorandum of agreement with Workforce Solutions. Workforce Solutions operates in Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, and Titus Counties.

This open enrollment notice is directed only to those organizations that are capable of providing under the program. All application submitted in response to this notice are screened for completeness and accuracy. Workforce Solutions will offer an MOA to all providers meeting all enrollment criteria described in this notice.

Limitations
Issuance of this notice in no way constitutes a commitment by Workforce Solutions to execute any MOA or to pay any costs incurred by any provider in submitting an application. Workforce Solutions does not guarantee any referral or level of funding under the MOA.

The resulting MOA will be subject to the availability of state and federal funds. If funds for the MOA become unavailable during any budget period, the MOA may be immediately terminated.

Rates
Payment to providers is performance based and is billable as follows:

Service	Service Definition	Program	Additional Qualifications	Unit	Rate
Assessment, employment	**Assessment** – A measurement process of	Choices/ RIO	The provider may not duplicate	Per client	$125

coaching, client tracking	what has either taken place or can take place. Usually measured against stated outcomes. Assessments may attempt to predict, how successful the client might be in a given program, or may measure what the client knows or can do, in order to determine if further training or education may be required to meet employment objectives. **Employment Coaching** - Activities aimed at equipping clients with the skills and planning needed to succeed in employment such as interviewing, application completion, positive employment behaviors and attitudes, work maturity, proper dress and hygiene, short-term vocational training, etc. For RIO clients, coaching must address the client's criminal record as it relates to employment. May include both individual and group coaching. **Client Tracking** – Activities that assist and document action taken by clients to comply with participation requirements of the Choices program. Includes coordinating with Workforce Solutions resource manager at least monthly.		assessments that have been previously administered, for which information is current within one year, and is available in the client's record unless significant conditions that may affect the outcome of the assessment have occurred within the 12 months following the assessment. These conditions may include employment, financial loss, marriage, death, birth of a child, illness or disability, completion of a training program, etc.		
Program	Completion of 4 weeks of	Choices		Per	$125

Completion	assigned activities or entered employment before completion of 4 weeks of assigned activities			client	
Choices Placement	Placement in self-sustaining employment	Choices	Employment must be for a minimum of 25 hours per week	Per client	$700
RIO Placement	Placement in self-sustaining employment	RIO	Employment must be for a minimum of 25 hours per week		$500
Job retention	Client is retained in employment for at least 6 weeks from the date of placement	Choices		Per client	$500

Eligible Providers

Provider applications will be screened to ensure that applications are complete and that all required information and/or attachments are included, that requested information for each item in the application has been provided. In addition to complete applications, providers will be asked to demonstrate the following:

1. Applicants seeking to provide services under this notice must be trained and qualified and have the appropriate license, if required, on the first effective service day proposed.
2. Applicant is an entity legally authorized to do business in the State of Texas.
3. Applicant must demonstrate expertise in providing the proposed services to the targeted population.
4. Applicants must certify that the organization will comply with policy regarding, conflict of interest, and contracting guidelines approved by the Workforce Solutions Board.
5. Applicants and its principles must certify that the organization is not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
6. Applicant has not knowingly failed to pay a single substantial debt or a number of outstanding debts to a Federal or State agency and is not subject to an outstanding judgment in a suit for collection of the balance of a debt.
7. Applicants must provide documentation that demonstrates financial stability over a period of no less than two years.
8. Applicants must certify that the organization is free of adverse judgments or findings such as administrative audit findings, monitoring findings, or sanctions by the Internal Revenue Service, U.S. Department of Labor, Texas Workforce Commission, Workforce Solutions, or court of law.

Where the applicant is unable to certify to any of these statements, applicant shall attach and explanation. If the applicants status with respect the items above changes during the MOA, the applicant shall notify Workforce Solutions immediately

Assurances and Certifications

The applicant shall carry out the terms of MOA in a manner that is in compliance with the provisions set forth below. To the extent such provisions are applicable to applicant, applicant agrees to comply with the following:

1. Title VI of the Civil Rights Act of 1964 prohibiting discrimination on the basis of race, color or national origin, and includes the provision for effective communication and equal access to programs, services, and activities to persons with Limited English Proficiency.
2. Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of sex.
3. Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of disabilities.
4. Age Discrimination Act of 1975 prohibiting discrimination on the basis of age.
5. Drug-Free Workplace Act (Public Law 100-690, Subtitle D codified at 41 U.S.C. §§ 701-707) requiring subcontractors to certify that they will provide a drug free workplace.

Eligible Clients

Clients are eligible for intensive and support services if they are determined eligible and are referred to the provider by Workforce Solutions. At the time of referral clients must have an active and open case and be a resident of the Northeast Texas Workforce Development Area.

Client referral to the provider will be for specific services and for a limited period of time as authorized in an individual employment plan developed by the client and Workforce Solutions staff. A voucher authorized by Workforce Solutions management will authorize specific services and time periods. The provider shall deliver services to clients as approved by Workforce Solutions.

From time to time, clients will lose eligibility with little or no notice. Workforce Solutions will notify providers it receives information that a client is no longer eligible to receive services. Workforce Solutions is not responsible for payment for services delivered to ineligible clients after notice on ineligibility has been received by the provider.

Services

Providers must provide intensive and support services which consist of at least assessment, employment coaching, client tracking, placement and job retention.

Service Area

Providers may provide services in any location throughout the Northeast Texas WDA. Please indicate the location the program will provide services in the provider application.

Workforce Solutions reserves the right to terminate provider enrollment status if it determines that services are provided in a location or facility that is unsafe or detrimental to the wellbeing of its clients.

Open Enrollment Response Instructions

1. Responses must contain original signatures on all forms requiring signatures. Signatures must be from an official appointed by the organization's governing body with the authority to bind the organization.
2. Submit one (1) original application and two (2) copies. A complete application consists of responses to all required forms and information. In addition to the printed application, the applicant must also submit an electronic copy in a medium compatible with Microsoft Office.
3. Providers are required to comply with all provisions of the MOA once fully executed.
4. Facsimile and Electronic Mail Transmissions are acceptable methods for delivery of electronic copies but will not substitute for complete and printed applications with original signatures.
5. Once enrollment criteria are met an MOA is forwarded to the applicant for original signatures.
6. Questions regarding this notice are to be directed to Doris Gardner at doris.gardner@twc.state.tx.us