



WS 11-30
November 10, 2011
Basic Service
Expires: Continuing

TO: Career Office Contractors
Financial Aid Payment Office

FROM: Rodney Bradshaw
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SUBJECT: Work Addendum - Revised

Purpose

Change the Workforce Solutions Work Addendum form to update the definition for qualified veterans and to add required language to the certification paragraph.

Summary of Changes

We made the following changes to the Work Addendum:

- We changed the information in the first bullet to refer to both Federal and State Qualified Veterans.
- We deleted the second bullet, the section for State Qualified Veteran. The definition for State Qualified Veteran is now the same as that of a Federal Qualified Veteran.
- We added the following sentence to the end of the certification paragraph above the customer's signature:
 - *I understand I must report any change in my veteran status to Workforce Solutions within 10 calendar days. I further understand that if the definition marked above is based on a military record that I know is fraudulent, fictitious, or has been revoked, I also may be subject to penalties as provided in Acts 2011, 82nd Leg., Ch 386 (SB 431), as codified in Texas Penal Code Section 32.54.*

On Monday, you can find the revised form - in both English and Spanish language - at the Basic Service web <http://www.wrksolutions.com/staff/basicservice.html>.

Action

Career office contractors must make sure that all office managers, supervisors, and staff are aware of and implement this revised work addendum.

- ✓ Make sure all staff use the new addendum, form #247-ADD-E, dated 11/09/2011.
- ✓ Recycle your supply of the old work addendum forms.

Questions

Staff should ask questions of their supervisors. Direct questions to the Board staff through the electronic Q&A posted with the policy on the website at <http://www.wrksolutions.com/staff/policiesandprocedures.html>.