



WS 24-06
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Basic & Expanded Services
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To: Career Services Providers

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Subject: Temporary Assistance for Needy Families (TANF)/Choices Guidelines

Purpose

To update the guidance for the TANF/Choices program requirements.

Recissions

WS 18-11 Change 2 released on March 6, 2023

Background

Individuals applying for or receiving TANF benefits must cooperate with Workforce Solutions, unless exempted by the Texas Health and Human Services Commission (HHSC). Those exempted may voluntarily work with us and must meet cooperation requirements to access Workforce Solutions under these programs.

Our services include matching individuals' education and skills with job opportunities, offering professional advice on job searches and applications, providing guidance on education and training, and identifying financial assistance for work and education.

Action

1. Career services staff must read and apply the TANF/Choices Guidelines when

- assisting required or voluntary participants.
2. Career services provider management must ensure that they train and equip all staff with the necessary knowledge to assist TANF/Choices participants.
 3. Career services provider senior management is responsible for actively monitoring and ensuring staff adhere to the procedures outlined in the guidelines.

Attachments

- [TANF/Choices Guidelines](#)

References

Texas Workforce Commission (TWC) – [Choices Guide](#)
[Workforce Case Management System Train-the-Trainer Sessions: Frequently Asked Questions](#)

Questions

Staff should first ask questions of their managers or supervisors. Direct questions to Board staff at workforcepolicy@wrksolutions.net.