**Workfare Agreement Checklist**

|  |
| --- |
| Local Workforce Development Boards (Boards) must complete each item on the following checklist. |
| The workfare agreement was made using WD Letter 12-23, Attachment 1, Federal Fiscal Year/Program Year 2024 Workfare Agreement Template, and includes the number of workfare slots.  | [ ]  |
| The number of workfare slots listed across all the Board’s workfare agreements equals or exceeds the number of workfare slots the Texas Workforce Commission assigned to the Board in WD Letter 12-23, Attachment 3, Minimum Annual Number of Workfare Slots for Federal Fiscal Year 2024 by Board Area. | [ ]  |
| Each workfare agreement file contains only one agreement with one employer. (Each agreement may include multiple workfare slots.) | [ ]  |
| The electronic workfare agreement file is named using the following convention:Board Name\_Workfare Agreement for [insert provider name]\_for FFY XXXX | [ ]  |
| The file is in PDF format. | [ ]  |