

# Workforce Case Management System

## WorkInTexas.com Program Service Sequences

### WFCMS-06, Change 1

### April 25, 2024

The following are general rules for workforce program sequencing of services in WorkInTexas.com. These rules became effective on April 15, 2024.

#### WIOA Youth Programs

**1<sup>st</sup> Service must be:** 412 - Comprehensive Objective Assessment - Youth Funded

**2<sup>nd</sup> Service must be:** 413 - Individual Service Strategies (ISS) - Youth Funded

**3<sup>rd</sup> rule:** All Youth Element services become available (remaining 400-series services)

**4<sup>th</sup> rule:** Once at least one Youth Element service has been entered, then the remaining services become available except for Follow-up services.

**After Program Exit:** Follow-up Services become available.

#### WIOA Adult and Dislocated Worker Programs

**1<sup>st</sup> Service must be:** 203 - Comprehensive Objective Assessment

**2<sup>nd</sup> Service must be:** 205 - Individual Employment Plan (IEP)

**3<sup>rd</sup> rule:** All remaining services become available except for Follow-up Services.

**After Program Exit:** Follow-up Services become available.

#### SNAP E&T Program

**1<sup>st</sup> Service must be:** 153 – Workforce Services Orientation

**2<sup>nd</sup> and 3<sup>rd</sup> Services must be:**

- 203 - Comprehensive Objective Assessment, and
- 205 - Individual Employment Plan (IEP)

**4<sup>th</sup> rule:** Once both 203 and 205 have been entered, all remaining services configured for SNAP E&T become available **except for Job Retention** services.

**5<sup>th</sup> rule:** Once Service **600 – Unsubsidized Employment** has been entered, Job Retention services become available.

## Choices Program

There are no service sequence requirements for participants in the Choices program.

## TAA Sequencing

The following services are available at all times, without sequencing:

- 145 - TAA Orientation
- 102 - Initial Assessment
- 203 - Comprehensive Objective Assessment (COA)
- 205 - Individual Employment Plan (IEP)

**1<sup>st</sup> rule:** The following services become available after **Service 102 – Initial Assessment** has been entered:

- 162 Referral to VR&E
- 164 Referral to Vocational Rehabilitation (VR) services
- 165 Referral to Child Care (CC) services
- 166 Referral to Adult Education and Literacy (AEL) services
- 217 TAA Approved Out of Area Relocation Assistance
- 237 TAA - Approved Out of Area Job Search Allowance
- 247 Financial Literacy Education
- 262 Job Readiness / Employment Skills

**2<sup>nd</sup> rule:** The bulleted list of services below are available after these two services are entered:

Service 102 – Initial Assessment and  
Service 205 – Individual Employment Plan (IEP):

- 234 TAA Waiver- Poor Health
- 235 TAA Waiver - Enrollment not Available
- 236 TAA Waiver - Training Not Available

**3<sup>rd</sup> rule:** The following Training services become available after all three of the following services have been entered AND a **Training Application** has been approved:

Service 102 - Initial Assessment,  
Service 205 - Individual Employment Plan (IEP), and  
Service 203 - Comprehensive Objective Assessment:

- 259 Prerequisite Training
- 300 Occupational/Vocational Training (ITA)
- 301 On-The-Job Training

- 304 Customized Training
- 314 Registered Apprenticeship Program (RAP) Training (ITA)
- 328 Occupational/Vocational Training (Non-ITA)
- 339 HSE - TAA Funded
- 340 English as a Second Language - TAA Funded
- 342 Basic Educational Skills/ABE - TAA Funded
- 343 Registered Apprenticeship Program (RAP) Training (Non-ITA)

## Wagner-Peyser JVSG Sequencing

15 new services were added to Wagner-Peyser for the JVSG program so that service sequencing could occur for JVSG but not be in place for the other Wagner-Peyser programs. The rules for these services are as follows:

Services that are assigned to JVSG except for services J01-J15 are always available.

**Rule for J-Services:** Services J01-J15 become available only after **Service 203 – Comprehensive Objective Assessment (COA)** has been entered. The J01-J15 services are:

- J01 JVSG - ONET Assessment
- J02 JVSG - Counseling
- J03 JVSG - Case Management
- J04 JVSG - Support Services Information
- J05 JVSG - Resume Assistance
- J06 JVSG - Interview Preparation Assistance
- J07 JVSG - Application Assistance
- J08 JVSG - Job Readiness / Employment Skills
- J09 JVSG - Individual Employment Plan (IEP/ISS/EDP)
- J10 JVSG - Job Search Assistance
- J11 JVSG - Job Development
- J12 JVSG - WOTC Eligibility
- J13 JVSG - Job Search Assessment
- J14 JVSG - Case Conferencing Held
- J15 JVSG - Customized Labor Market Research