

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 33-07, Change 1
Date:	March 18, 2024
Keyword:	TANF/Choices; SNAP E&T; TAA; WIOA
Effective:	April 15, 2024

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Training Services Information in WorkInTexas.com—Update**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on procedures for linking training services, including Workforce Innovation and Opportunity (WIOA) eligible training provider (ETP) programs, in WorkInTexas.com for the following programs:

- WIOA Title I, including:
 - Adult, Dislocated Worker, and Youth;
 - Statewide; and
 - National Dislocated Worker Grants;
- Temporary Assistance for Needy Families Employment and Training (Choices);
- Trade Adjustment Assistance (TAA); and
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T).

This update provides clarification relating to the implementation of WorkInTexas.com as the Texas Workforce Commission's (TWC) workforce case management system.

RESCISSIONS:

WD Letter 33-07

BACKGROUND:

TWC uses training service information to generate required federal and state performance reports and to provide labor market and career information.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter

and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

ETP Training Services

NLF: Boards must ensure Workforce Solutions Office staff is aware that WIOA adults and dislocated workers who are determined eligible for training may only be enrolled in training programs included on the Statewide Eligible Training Provider List (ETPL) or training programs included in local or state contracts, in accordance with TWC Chapter 840 WIOA Eligible Training Providers Rule, Subchapter G.

LF: Boards may enroll WIOA out-of-school youth (and in-school youth ages 16–18¹) in ETPL programs.

NLF: Boards must ensure Workforce Solutions Office staff is aware that WIOA Youth, Choices, SNAP E&T, and TAA programs are not required to use training programs included in the statewide ETPL.

LF: If using ITAs to fund training for participants in the following programs, Boards must adopt local policies² and procedures regarding the use of ETP programs in the provision of training services:

- Choices
- SNAP E&T
- TAA

NLF: Boards must be aware that WIOA Youth programs may allow the use of ETP programs for youth training without the adoption of local policies.

NLF: Boards must ensure that participants enrolled in ETP programs are issued Individual Training Accounts (ITAs).

NLF: Board must ensure that ITAs are created only to obligate required training costs and training services purchased from providers listed on the statewide ETPL.

NLF: Boards must ensure Workforce Solutions Office staff records the use and amount of ITAs in WorkInTexas.com when documenting ITA-funded training services.

¹ On September 20, 2022, the US Department of Labor [approved a waiver](https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/Signed%20TX%20State%20Plan%20Waiver%20Response%20Letter%20with%20Incoming.pdf) to allow local areas to provide in-school youth with individual training accounts (ITAs). <https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/Signed%20TX%20State%20Plan%20Waiver%20Response%20Letter%20with%20Incoming.pdf>

² As required by the Open Meetings Act (Title 5, Texas Government Code, Chapter 551), Board members must take such actions in an open meeting.

General

NLF: Boards must ensure that Workforce Solutions Office staff documents training provided to workforce participants in WorkInTexas.com only for a program or programs directly funding the training services.

NLF: Boards must ensure that Workforce Solutions Office staff enters the first date a participant attends training in the Actual Begin Date of the service record.

NLF: Boards must ensure that Workforce Solutions Office staff document the Last Activity Date and the Completion Code in WorkInTexas.com when a training service ends.

NLF: Boards must ensure that one of the following four training-related Completion Reasons is entered into WorkInTexas.com to explain customers' status:

- Successful Completion—Enter if all components of a training activity at a specific training provider/program/location have been completed successfully.
- Unsuccessful Completion—Enter if all components of the training service at a specific training provider/program/location have been completed, but not successfully (for example, a customer failed or is not eligible to receive a certificate or degree).
- Dropped Out of Activity—Enter if a customer drops out of school, fails to return to school to complete a program, or other related situations.
- Program Continuing—Enter if a customer will continue training, but a new service must be entered because the existing service has exceeded duration or extension limit.

NLF: Boards must be aware that multiple training services and ITAs are required in some situations that involve a lengthy training service period (two years, for example).

NLF: Boards must ensure that training services covering two program years are not funded from a single program year as this would result in funds being artificially encumbered.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Revisions to WD Letter 33-07 Shown in Track Changes

REFERENCES:

Workforce Innovation and Opportunity Act §122 and §185(a)(3)

Texas Workforce Commission Chapter 840 WIOA Eligible Training Providers Rules §840.61 and §840.62

WD Letter 38-09, Change 1, issued March 18, 2024, titled, "Reporting Occupations Connected to Training Activities in WorkInTexas.com—Update"

WD Letter 17-12, Change 1, issued March 18, 2024, titled, "Capturing Training-Related Employment Data in WorkInTexas.com —Update"