

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 38-09, Change 1
<b>Date:</b>	March 18, 2024
<b>Keyword:</b>	Administration; General; WorkInTexas.com
<b>Effective:</b>	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:** **Reporting Occupations Connected to Training Activities in WorkInTexas.com—Update**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on requirements for documenting training services, specifically:

- Occupational Informational Network (O\*NET);
- Classification of Instructional Programs (CIP) codes; and
- Provider Types.

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 38-09

**BACKGROUND:**

In analyzing training data related to training services, TWC has found that information related to O\*NET and CIP codes is often either omitted or incorrectly applied by Boards. The Commission uses this information to fulfill reporting requirements for the US Department of Labor (DOL), US Department of Health and Human Services, US Department of Agriculture, and the Legislative Budget Board.

This information plays a significant role in performance reporting analysis and the monitoring and management of training services in WorkInTexas.com.

## **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.”

### **O\*NET Codes**

**NLF:** Boards must be aware that training-related services that require O\*NET codes are those included in the following Program Service–Provider Types:

- Approved Provider Training–ITA
- Training Non-ITA
- Work Experience
- OJT
- Non-ITA Occupational Skills

**NLF:** Boards must ensure that Workforce Solutions Office staff enters valid O\*NET codes when enrolling participants in training-related services through WorkInTexas.com.

**NLF:** Boards must ensure that Workforce Solution Office staff enters the O\*NET code listed for eligible training provider (ETP) programs included on the statewide Eligible Training Provider List (ETPL) for training services funded through Individual Training Accounts (ITAs). This applies to the following training services:

- 300—Occupational/Vocational Training (ITA)
- 440—Occupational/Vocational Training (ITA)—Youth Funded
- 655—Retention—Occupational/Vocational Training (ITA)
- 246—Pre-Apprenticeship (ITA)
- 445—Pre-Apprenticeship (ITA) Youth Funded
- 314—Registered Apprenticeship Program (RAP) Training (ITA)
- 448—Registered Apprenticeship Program (RAP) Training (ITA)—Youth Funded

**NLF:** Boards must ensure that Workforce Solutions Office staff enters the O\*NET code included in the participant’s employment goal for service enrollments that are not directly tied to occupational outcomes. These services include:

- 340—English as a Second Language (ESL)-TAA Funded
- 339—HSE-TAA Funded
- 418—HSE-Youth Funded

### **CIP Codes**

**NLF:** Boards must be aware that ETPL records are managed through an automated file transfer from TWC’s ETP system. These records include CIP codes for all training programs approved for ITA funding.

**NLF:** Boards must ensure that Workforce Solutions Office staff does not alter ETP records in WorkInTexas.com. Only ETP programs are classified as Approved Provider Training – ITA provider type in WorkInTexas.com.

**NLF:** Boards must ensure that when entering non-ETP provider service information in WorkInTexas.com, authorized staff enters valid CIP codes for the following Program Service–Provider Types:

- Training Non-ITA
- Non-ITA Occupational Skills

**NLF:** Boards must be aware that the following Program Service–Provider Types do not require CIP codes because these services generally do not occur in a classroom setting:

- OJT
- Office Services
- Other
- Work Experience

#### **Support Services**

**NLF:** Boards must be aware that support services in WorkInTexas.com do not require O\*NET or CIP codes.

#### **INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

#### **ATTACHMENTS:**

Attachment 1: Revisions to WD Letter 38-09 Shown in Track Changes

#### **REFERENCES:**

TWC’s Eligible Training Providers [Webpage](#)  
[Statewide Eligible Training Providers List](#)