

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 35-10
<b>Date:</b>	October 12, 2010
<b>Keyword:</b>	Dislocated Worker; TWIST; WIA; WorkInTexas.com
<b>Effective:</b>	Immediately

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



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject:** **Workforce Investment Act Individual Employment Plan for Adults  
and Dislocated Workers Enrolled in Training**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with information on developing and documenting an Employment Plan (EP) for Workforce Investment Act (WIA) adult and dislocated worker participants before enrolling them in training services.

### **BACKGROUND:**

WIA regulations require that a determination of need be made for all adult and dislocated worker participants before they receive training services. The determination can be made using:

- a comprehensive assessment;
- other intensive service; or
- an EP.

While a comprehensive assessment or other intensive service aids in identifying a need for training, an EP provides a tangible strategy that incorporates specific steps designed to accomplish participants' employment goals.

### **PROCEDURES:**

If training is determined to be appropriate for a WIA adult or dislocated worker participant, Boards must ensure that Texas Workforce Center staff develops an EP with the participant before enrolling him or her in training.

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When determining whether a participant requires training to attain or retain employment, Boards must ensure that consideration is given to a participant's:

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- work experience;
- skill set;
- education (including previous training);
- abilities;
- barriers to employment; and
- employment goals.

Boards must be aware that an EP provides:

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- a strategy jointly developed by the participant and a Texas Workforce Center staff member that identifies the participant's employment goals and the appropriate combination of services to assist the participant in achieving the goals;
- an outline of the participant's responsibilities in completing the employment goals, with any associated time frames for completion; and
- a crucial, ongoing service planning tool, updated and modified as needed to reflect the services a participant is currently receiving.

Boards must ensure that EPs are designed with the level of detail best suited to each participant.

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Boards may develop an EP using any of the following:

LF

- The Workforce Information System of Texas (TWIST)
- A local client management system
- A hard-copy form

Boards must ensure that, at a minimum, EPs include:

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- a specific employment goal;
- a strategy to address barriers to employment;
- detailed step-by-step activities and training the participant will perform and or participate in;
- time frames for the start and completion of each activity;
- a list of requirements that the participant must meet in order for the Board to continue to fund training and support services; and
- specific dates on which Texas Workforce Center staff will follow up to evaluate each activity, provide additional assistance, and make any necessary adjustments.

Boards must ensure that each EP service is entered into TWIST using TWIST service code *68-Employability Development Plan*.

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Boards must ensure that for every EP service entered, there is an EP available for monitoring review.

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**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**RESCISSIONS:**

None

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**REFERENCE:**

Workforce Investment Act

Workforce Investment Act, Final Rule, Part 663.245 and Part 669.400

**FLEXIBILITY RATINGS:**

**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” or “shall.”

**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.”