

Choices Program Content Training Syllabus

Two-day session

9:00 AM to 4:00 PM CST

Training Site Address

[WIT Case Management Training Site](#)

What is Choices?

Choices is Texas' TANF Employment and Training Program that operates under a work first service model. One or both parents in a two-parent household are responsible for meeting the family's mandatory work requirements. The Choices Program module provides support for mandatory appointment setting, program application and participation records, and program administration. All Choices applications, plans, assessments, and other forms are managed from a participant's Programs tab in the WIT (WorkinTexas) system.

Course Objectives:

Utilizing the WIT system, this course is designed to train staff on how to help eligible individuals apply for the Choices program. Staff will also learn how to:

- Complete a participation record.
- Manage Outreach Pool Rosters
- Enroll individuals into services.
- Capture partner programs that the individual is participating in.
- Track allowable and countable attendance.
- Record educational or occupational credentials that a Choices participant attained while in the program.
- Record employment details on behalf of the individual.

- Record a good cause for the individual to be temporarily excused from Choices program requirements.
- Record a sanction when a participant falls out of compliance.
- Record a work readiness assessment to evaluate the individual's basic needs, education factors, health factors, judicial system involvement, employability, and any other barriers that may hinder the individual from attaining work.
- Define the outcome at the conclusion of the Choices program.
- Transfer the case when individuals participating in the Choices program move to a different service delivery region.
- Conduct quarterly follow ups to collect information for federal reporting purposes.

Prerequisite:

View the TX WIT System Overview Training Video (recommended):

[TX WIT System Overview Training Video](#)