

Apprenticeship Training Program Timeline for FY'21

DATE	ACTIVITY
March 4, 2020	Texas Workforce Commission (TWC) receives Fiscal Year 2021 (FY'21) Apprenticeship Training Program funding recommendations from Texas Workforce Investment Council (TWIC).
May 26, 2020	Commission approves: <ul style="list-style-type: none"> • FY'21 preliminary funding formulas as recommended by TWIC; • Planning estimates contingent on total available funds, as approved by the Commission's adoption of the FY'21 Operating Budget.
May 29, 2020	TWC publishes notice of funding availability for FY'21 Apprenticeship Training Program and instructions for submitting requests for funding, as posted on TWC's website.
June 26, 2020	Apprenticeship Training Program FY'21 submission period closes and all planning estimates, assurances, and supplemental forms DUE to TWC. <u>June 26, 2020, no later than NOON Central Standard Time is the last date and time to submit a planning estimate form to be eligible for FY'21 apprenticeship training program funding.</u>
July 10, 2020	TWC determines preliminary statewide contact-hour rate to be used in the preparation of FY'21 Apprenticeship Training Program Application.
July 24, 2020	Apprenticeship applications and required supporting documents DUE for FY'21. E-mail notice DUE to TWC, confirming submission of application to the Local Workforce Development Board, in the workforce area(s) where apprentices will be employed and receiving training.
August 1, 2020	Department of Labor (DOL) – Office of Apprenticeship deadline for all apprenticeship training programs applying for TWC funds in FY'21 must be registered with the DOL - Office of Apprenticeship.
August 21, 2020	All Apprenticeship Training Program contracts for FY'21 will be e-mailed to Grantees for e-signature.
August 28, 2020	Apprenticeship Training Program contracts for FY'21 to be returned by Grantees.
Late August, 2020	Commission approves final apprenticeship program amount as part of the FY'21 Operating Budget.
September 1, 2020	Effective date of the Apprenticeship Training Program contract for FY'21. Earliest date related instruction classes should begin. DOL-Office of Apprenticeship - Revised hours of related instruction as stated in local program standards must be approved by the DOL - Office of Apprenticeship State Director for funding purposes.

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Beginning -- September 1, 2020	<p>Authorized Grantee administrators or designees of <u>continuing programs</u> must perform at least one class visit during one of the first four class meetings to verify all apprentices are registered with DOL- Office of Apprenticeship and attendance is documented.</p> <p>For <u>new programs</u> the authorized Grantee administrators or designees must perform at least one class visit during the 2nd and 3rd class meetings or the 4th class meeting.</p> <p><i>In addition to class visits, instructor's attendance rosters of related classroom instruction meetings can be used to verify attendance of apprentices entered into TWC's prescribed data reporting form, Apprentice Information Form.</i></p> <p><i>Note: All apprentices to be included in the actual contact hour calculation for TWC funding must be registered with DOL – Office of Apprenticeship before attending class.</i></p>
September 18, 2020	<p>Schedule of Classes is DUE to TWC.</p> <p><i>Class schedules must include names of instructors, location of where training is taking place, along with the days and times of when each class meets.</i></p>
20th day of each month	Cash Draw and Expenditure Reporting DUE to TWC. (for prior month)
No later than October 16, 2020	<p>New Programs' Apprentice Information Form DUE to TWC. (for final funding)</p> <p>New programs reporting deadline for having all registered apprentices to be included in the final statewide contact-hour calculation, actual contact hour calculation, for TWC's FY'21 Chapter 133 funding, <u>must</u> be entered in TWC's prescribed data reporting form, Apprentice Information Form, for acceptance and final funding from TWC.</p> <p><i>Note: all apprentices reported in the Apprentice Information Form must be registered in DOL-Office of Apprenticeship's RAPIDS.</i></p>
No later than November 13, 2020	<p>Continuing Programs' Apprentice Information Form DUE to TWC. (for final funding)</p> <p>Continuing programs reporting deadline for having all registered apprentices to be included in the final statewide contact-hour calculation, for TWC's FY'21 Chapter 133 funding, <u>must</u> be entered in TWC's prescribed data reporting form, Apprentice Information Form, for acceptance and final funding from TWC.</p> <p><i>Note: all apprentices reported in the Apprentice Information Form must be registered in DOL-Office of Apprenticeship's RAPIDS.</i></p>
January 15, 2021	TWC notifies Grantees of the FY'21 final statewide contact-hour rate, the basis for the final contract amendment distribution for FY'21.
February 5, 2021	TWC will send budget amendment forms to Grantees with completion instructions. <i><u>Completed budget amendment forms must be returned no later than February 5, 2021.</u></i>
February 26, 2021	All Apprenticeship Training Program contract amendments for FY'21 will be e-mailed to Grantees for e-signature.
March 19, 2021	Apprenticeship Training Program contract amendments for FY'21 to be returned by Grantees.
No later than August 31, 2021	Completion Status of each apprentice DUE to TWC.