

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 14-13
Date:	March 12, 2013
Keyword:	TWIST
Effective:	Immediately

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

From: Reagan Miller, Director, Workforce Development Division

Subject: **The Workforce Information System of Texas: New Fund Code for Non-Texas Workforce Commission-Funded Grants**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on:

- new fund code *2-Non-TWC Funds* in The Workforce Information System of Texas (TWIST), for non-Texas Workforce Commission (TWC)-funded grants;
- concurrent participation in non-TWC-funded services and TWC-funded services; and
- procedures for requesting sub-fund codes to record services provided with non-TWC grants.

BACKGROUND:

TWC has created new TWIST fund code *2-Non-TWC Funds* in response to Board requests to track services provided to customers with funds received from non-TWC sources, such as direct grants from the U.S. Department of Labor, local government, etc. The intent of fund code *2-Non-TWC Funds* is to expedite the process of making the necessary code available to track services for non-TWC-funded grants.

PROCEDURES:

New TWIST Fund Code *2-Non-TWC Funds*

For each non-TWC-funded grant, Boards must ensure that Workforce Solutions Office staff:

- uses TWIST fund code *2-Non-TWC Funds*; and
- requests a sub-fund code to track services in TWIST.

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Boards must be aware of the following:

- Sub-fund codes are available only for the duration of the grant.
- All services attached to TWIST fund code 2–*Non-TWC Funds* are considered nonqualifying, therefore periods of participation and common measures reporting are not impacted by these services. (Because they are nonqualifying services, they are not subject to the data integrity (DINT) process).
- TWIST fund code 2–*Non-TWC Funds* is not included on TWC Web Reports.
- TWIST fund code 2–*Non-TWC Funds* has been programmed for use without TWIST *Program Details*.
- TWIST’s *Program/Fund/ServiceXref* menu selection under the *Reference Tables* icon provides a list of services available to TWIST fund code 2–*Non-TWC Funds*.

Concurrent Participation in Non–TWC-Funded Services and TWC-Funded Services

Boards may provide non–TWC-funded services and TWC-funded services concurrently.

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However, Boards must ensure that non–TWC-funded services and TWC-funded services are tracked in TWIST separately under the appropriate fund codes.

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If TWC-funded services are provided, Boards must ensure that:

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- customers meet all program requirements; and
- the services reflect the actual services being provided, not just mirror the non–TWC-funded services.

Boards must be aware that there will be no exceptions to any TWC-funded program rules if TWC-funded services are provided concurrently while the non–TWC-funded grant is administered.

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Counselor Notes

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If TWC-funded services are provided, Boards must ensure that Workforce Solutions Office staff enters into TWIST *Counselor Notes* a description of the role each TWC-funded service plays in the provision of the non–TWC-funded grant.

WD Letter 06-13, issued January 29, 2013, and entitled “Documenting Services and Participant Contact in The Workforce Information System of Texas *Counselor Notes*,” and subsequent updates, provides details on entries into TWIST *Counselor Notes*.

Procedures for Requesting a New Sub-Fund Code

To request a new sub-fund code, Boards must:

- complete the new “Sub-Fund Request for Non–Texas Workforce Commission Fund Code” form, located at <https://intra.twc.texas.gov/intranet/wf/docs/sub-fund-request.docx> on TWC’s Intranet¹, at least one month prior to the program start date; and
- submit the completed form to non_twc_ccoderequest@twc.texas.gov. TWC will inform Boards of its decision within 10 business days of receiving the request.

INQUIRIES:

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

RESCISSIONS:

None

REFERENCES:

WD Letter 06-13, issued January 29, 2013, and entitled “Documenting Services and Participant Contact in The Workforce Information System of Texas *Counselor Notes*,” and subsequent updates

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.”

¹ *The Intranet is not available to the general public.*