

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

<b>ID/No:</b>	WD 17-12, Change 1
<b>Date:</b>	March 18, 2024
<b>Keyword:</b>	General; WIOA; WorkInTexas.com
<b>Effective:</b>	WF CMS Implementation

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



**From:** Courtney Arbour, Director, Workforce Development Division

**Subject:** **Capturing Training-Related Employment Data in  
WorkInTexas.com—Update**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the reporting and data entry requirements for entering training-related employment data into WorkInTexas.com.

This change letter provides updated guidance relating to the implementation of WorkInTexas.com as the Texas Workforce Commission’s (TWC) workforce case management system.

**RESCISSIONS:**

WD Letter 17-12

**BACKGROUND:**

US Department of Labor Employment and Training Administration (DOLETA), Training and Employment Guidance Letter No. 23-19, Change 2, issued May 12, 2023, titled “Revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs,” requires that participant training-related employment outcomes are reported by programs through the Participant Individual Record Layout (PIRL). PIRL Element 1608, “Employment Related to Training (2nd Quarter After Exit),” requires that states report employment outcomes directly and indirectly related to training services received by program participants.

TWC reports program performance information to DOLETA; the Governor’s Office of Budget, Planning, and Policy; the Legislative Budget Board; and various federal, state, and local entities and system stakeholders. Monitoring and evaluating program effectiveness is critical—particularly in the area of training.

**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.”

**Employment Information**

**NLF:** Boards must ensure that Workforce Solutions Office staff enters training-related data into WorkInTexas.com for all participants who receive training and subsequently enter employment.

**NLF:** Boards must ensure that Workforce Solutions Office staff enters training-related employment data for all participants into WorkInTexas.com as follows:

- Employment during participation—Add Employment ribbon in the appropriate WorkInTexas.com program
- Employment resulting in program closure—Create Closure ribbon in the appropriate WorkInTexas.com program
- Employment after participation ends—Follow-Up ribbon (Workforce Innovation and Opportunity Act only)

**NLF:** Boards must ensure that if a participant enters a training-related job, Workforce Solutions Office staff documents this information for the program that provided the funds for training services. Required information includes the following:

Employer/Job Information:

- Employer Name
- Verification
- NAICS
- Primary Employer Contact Name
- Primary Employer Contact Phone Number
- Job Title
- Occupation
- Salary Information
- Job Start Date

Program-Related Questions:

- Primary Employer?

- Receiving Fringe Benefits?
- Receiving Health Care Benefits?
- Job Covered by Unemployment Compensation?
- Is this Entrepreneurial and/or Self-Employment?
- Is this a Registered Apprenticeship?
- Is this active Military Service?
- Is this considered Non-Traditional Employment?
- Is this considered Training-Related Employment?

**NLF:** Boards must be aware that Workforce Solutions Office staff members, when answering ‘ Is this considered Training Related Employment’, must select one of the following four options in employment outcomes in WorkInTexas.com:

1. Yes—for example, if a participant received training as a registered nurse, then entered employment as a registered nurse, select Yes.
2. Training Did Not Impart Job-Specific Skills— for example, if a participant received training as a registered nurse, then entered employment as a convenience store cashier, select this option.
3. Relationship of Employment to Training Cannot be Determined— for example, if a participant received training but staff cannot determine if skills learned have any relationship to employment outcome, select this option.
4. No—for example, if a participant received no training, but later entered employment, select No.

#### **Employment During Program Participation**

**NLF:** Boards must ensure that, if a participant received a training service from a program during a period of participation, Workforce Solutions Office staff enters training-related employment data using the Add Employment ribbon of the WorkInTexas.com program application.

#### **Employment at Program Closure**

**NLF:** Boards must ensure that Workforce Solutions Office staff enters training-related employment data in the Create Closure ribbon when manually closing a program application with an employment outcome.

**NLF:** Boards must be aware that Workforce Solutions Office staff must first select Yes for the Entered Employment question in the closure record in order to complete the Add Employer information.

**LF:** Workforce Solutions Office staff may select Individual Employment History in the Add Employer data to prefill the employment record for program closure.

#### **Employment after Participation Exit**

**NLF**: Boards must ensure that Workforce Solutions Office staff enters training-related employment data in the Follow-Up ribbon when documenting training-related employment that occurs in that quarter following exit.

**NLF**: Boards must be aware that the Follow-Up ribbon is only available to WIOA Title I program participants. Local Follow-up is available at any time following exit from a period of participation. Federally required quarterly follow-ups are only available in the appropriate quarter following exit from a period of participation.

**NLF**: Boards must be aware that Workforce Solutions Office staff must first select Yes for the Worked in Quarter question in the closure record in order to complete Add Employer information or select primary employer from previous quarter, as applicable.

**LF**: Workforce Solutions Office staff may select Individual Employment History in the Add Employer data to prefill the employment record for follow-up in each quarter.

### **Training-Related Activities**

**NLF**: Boards must ensure that Workforce Solutions Office staff uses the appropriate WorkInTexas.com service codes for participants enrolled in the following training and training-related services:

- 214—Literacy, Basic Skills/ABE or HSE Preparation
- 215—Short Term Pre-Vocational Services
- 219—Work Experience—Private Non-Profit
- 222—English as a Second Language (ESL)
- 246—Pre-Apprenticeship (ITA)
- 250—Internships or Employment Opportunities NOT Limited to Summer Months
- 256—High School-Choices
- 259—Prerequisite Training
- 270—Work Experience—Private For-Profit
- 271—Work Experience—Public
- 272—Pre-Apprenticeship (Non-ITA)
- 300—Occupational/Vocational Training (ITA)
- 301—On-The-Job Training
- 302—Entrepreneurial Training
- 304—Customized Training
- 314—Registered Apprenticeship Program (RAP) Training (ITA)
- 325—Employed Worker Skills Upgrading/Retraining
- 328—Occupational/Vocational Training (Non-ITA)
- 339—HSE—TAA Funded
- 340—English as a Second Language (ESL)—TAA Funded
- 342—Literacy, Basic Skills/ABE or HSE Preparation—TAA Funded
- 344—Concurrent Education and Occupational Preparation or Training
- 400—Summer Employment or Summer Internship-Youth Funded
- 406—Tutoring/Study Skills/Instruction-Youth Funded

- 409—Job Shadowing-Youth Funded
- 410—Leadership Development Services-Youth Funded
- 411—Mentoring-Youth Funded
- 414—Literacy, Basic Skills/ABE or HSE Preparation-Youth Funded
- 415—Enrolled in Alternative Secondary Education-Youth Funded 418—HSE-Youth Funded
- 425—Work Experience-Paid-Youth Funded
- 428—On-the-Job Training-Youth Funded
- 440—Occupational/Vocational Training (ITA)-Youth Funded
- 445—Pre-Apprenticeship (ITA)-Youth Funded
- 446—Financial Literacy Education-Youth Funded
- 447—English as a Second Language (ESL)-Youth Funded
- 448—Registered Apprenticeship Program (RAP) Training (ITA)-Youth Funded
- 449—Internships or Employment Opportunities NOT Limited to Summer Months-Youth Funded
- 450—Concurrent Education and Occupational Preparation or Training-Youth Funded
- 451—Entrepreneurial Skills-Youth Funded 343—Registered Apprenticeship Program (RAP) Training (Non-ITA)
- 453—Post-Secondary Preparation and Transition Activities—Youth Funded
- 454—Occupational/Vocational Training (Non-ITA)-Youth Funded
- 455—Registered Apprenticeship Program (RAP) Training (Non-ITA)-Youth Funded
- 456—Pre-Apprenticeship (Non-ITA)-Youth Funded
- 600—Unsubsidized Employment
- 601—Subsidized Employment-Private
- 602—Subsidized Employment-Public
- 608—Choices Job Skills Training Directly Related to Employment
- 612—Workfare
- 640—Unsubsidized Self-Employment
- 642—Middle School
- 650—Retention-Literacy, Basic Educational Skills/ABE or HSE Preparation
- 653—Retention-English as a Second Language (ESL)
- 654—Retention—HSE
- 655—Retention-Occupational/Vocational Training (ITA)
- 656—Retention-Occupational/Vocational Training (Non-ITA)

**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 17-12 Shown in Track Changes

**REFERENCES:**

Workforce Innovation and Opportunity Act (WIOA), §116

Training and Employment Guidance Letter No. 23-19, Change 2, issued May 12, 2023,  
titled “Revisions to Training and Employment Guidance Letter (TEGL) 23-19,  
Change 1, Guidance for Validating Required Performance Data Submitted by Grant  
Recipients of U.S. Department of Labor (DOL) Workforce Programs”  
WD Letter 38-09, Change 1, issued March 18, 2024, and titled “Reporting Training  
Activities in WorkInTexas.com—Update”