

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

<b>ID/No:</b>	WD 27-20, Change 1
<b>Date:</b>	March 18, 2024
<b>Keywords:</b>	ES; NCP Choices; SNAP E&T; TAA; TANF/Choices; Veterans; 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:** **Common Exit Policy—Update**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the Texas Workforce Commission’s (TWC) common exit policy and related processes.

This updated letter provides clarification relating to the implementation of WorkInTexas.com as TWC’s workforce case management system.

**RESCISSIONS:**

WD Letter 27-20

**BACKGROUND:**

On December 19, 2016, the US Department of Labor (DOL) published Training and Employment Guidance Letter (TEGL) 10-16, titled “Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs.” This TEGL, developed jointly with the US Department of Education (ED), and subsequently updated as TEGL 10-16, Change 2, on September 15, 2022, provides states with guidance on performance accountability for core programs under the Workforce Innovation and Opportunity Act (WIOA).

Per TEGL 10-16, Change 2, states are encouraged to implement a common exit policy. For states implementing common exit, a participant enrolled in multiple DOL-administered programs is exited only when all exit criteria are met for every program included in the common exit policy.

TWC has long used integrated periods of participation (POPs) for individuals coenrolled in two or more programs and continues to do so under WIOA through a common exit policy. The approach has proven to promote service delivery that focuses on customer needs, where specific programs serve to fund required services.

**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.”

**NLF:** Boards must be aware that the following programs are included in TWC’s common exit process:

- WIOA core programs, as follows:
  - WIOA Adult
  - WIOA Dislocated Worker
  - WIOA Youth
  - Wagner-Peyser Employment Service
- Other DOL-administered programs, as follows:
  - National Dislocated Worker Grant
  - Veterans Employment Services
  - Trade Adjustment Assistance (TAA)
- Non-DOL-administered programs, as follows:
  - Temporary Assistance for Needy Families (TANF)-funded programs
  - Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)

**NLF:** Boards must be aware that common exit applies to all programs listed above in which a participant is concurrently enrolled. Enrollment in applicable programs does not need to occur on the same date for common exit to apply.

**NLF:** Boards must be aware that participation, including common exit, is not restricted to a single local workforce development area.

**NLF:** Boards must be aware that participatory services are services that require an individual to be a participant and that extend a POP. Participatory services include:

- training services;
- individualized career services;
- staff-assisted basic career services; and
- youth program elements.

**NLF:** Boards must ensure that appropriate staff members enter “Closure Date” and “Closure Reason” and close a “Program Application” for the program or programs in WorkInTexas.com when no further services are planned for a participant.

**NLF:** Boards must be aware that staff closure of the “Program Application” does not impact common exit of participants. The “Program Application” closure information is used to show that a participant has completed an individual program, but actual exit is based on the last participatory service provided to a participant.

**NLF:** Boards must ensure that staff members are aware that exit will automatically be applied to participants in WorkInTexas.com following 90 consecutive days without a participatory service.

**NLF:** Boards must be aware that common exit will occur when:

- no participatory services from any programs included in common exit policy are received within 90 days; and
- no other services are keyed in WorkInTexas.com with “Projected Begin Dates” that prevent exit.

**NLF:** Boards must ensure that staff members do not enter services with a “Projected Begin Date” unless the participant is scheduled to return for specific services on a specific date.

#### **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 27-20 Shown in Track Changes

#### **REFERENCES:**

TEGL 14-18, “Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL),” published March 25, 2019

TEGL 19-16, Attachment 2, “Participation Level Services Chart WIOA Title I Adult, Title I Dislocated Worker, and Title III Employment Service Programs,” published March 1, 2017

TEGL 10-16, Change 2, “Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs,” published September 15, 2022

TEGL 10-16, Change 2, Attachment 1, “Definitions of Terms Related to the Performance Accountability System”

[BCY’22 LWDA Contracted Performance Measure Definitions Service Matrix](#)